

2016

TERMINAL AGENCY

COORDINATOR

HOW-TO-GUIDE

Getting started as a TAC...

- Basic information regarding the Primary TAC must be entered into KACIS and OpenFox by KBI staff prior to the TAC being able to access KACIS, or Configurator & Archive/Retrieval in OpenFox.
- KHP must be notified within 5 working days of an agency head change and within 3 days of a change in TAC designation.
- The Agency Contact form must be completed, in its entirety, and faxed to the KHP CJIS Unit in Topeka to change a TAC, LASO or Agency Head designation.

KCJIS AGENCY CONTACT FORM

Complete each section of the form that applies to your agency, by including ALL current TAC, LASO and Agency Head assignment information each time you submit this form. This information should reflect the information listed in KACIS and NexTest.

AGENCY NAME: _____ ORI: _____

TAC #1	Name: _____ User ID: _____ Phone: _____ Fax: _____ E-mail: _____ Remove: _____ User ID: _____
TAC #2	Name: _____ User ID: _____ Phone: _____ Fax: _____ E-mail: _____ Remove: _____ User ID: _____
TAC #3	Name: _____ User ID: _____ Phone: _____ Fax: _____ E-mail: _____ Remove: _____ User ID: _____
AGENCY HEAD	Name: _____ User ID: _____ Title: _____ Phone: _____ Fax: _____ E-mail: _____ Remove: _____ User ID: _____
LASO	Name: _____ User ID: _____ Phone: _____ Fax: _____ E-mail: _____ Remove: _____ User ID: _____

Note: This form must be signed by an authorized person (either an already-existing TAC, or an already-existing agency head)

Authorizing Signature: _____ Date: _____

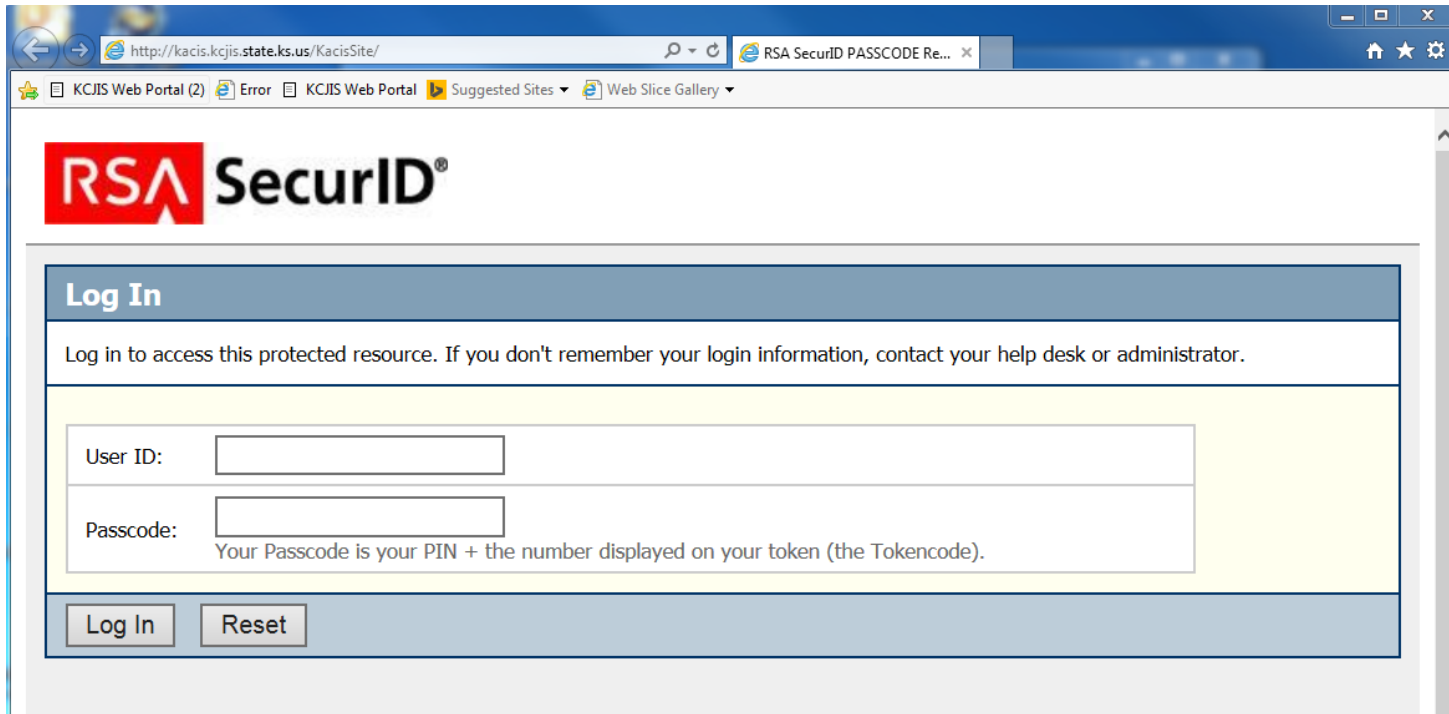
- The Agency Contact form is found on the KHP CJIS Launch Pad:
<https://cjisaudit.khp.ks.gov/launchpad>. On the website, click on “CJIS Documents” then click on “Forms”.
- Print the document, complete all fields as relating to your agency (TAC, LASO, Agency Head), and fax to the number at the bottom of the form.
- Note: The Agency Head or LASO information will not appear in KACIS unless he/she is issued a UserID.

- As the primary TAC, you are required to maintain your agency's terminals and KCJIS user data in the KCJIS Kansas Customer Information System (KACIS) and the OpenFox Configurator.
- A TAC will assign authorizations to grant the individual user(s) access to a group of message keys in OpenFox Configurator referred to as a "Security Role".
- To manage the message keys ("Security Role") designated for access via a specific terminal within your agency a TAC must contact the KBI Helpdesk.

KACIS LOG ON

Enter new users and assigning a UserID...

Log into : <http://kacis.kcjis.state.ks.us/KacisSite/>



The screenshot shows a web browser window with the address bar displaying <http://kacis.kcjis.state.ks.us/KacisSite/>. The page features the RSA SecurID logo at the top. Below the logo is a "Log In" section with a blue header. The main content area is yellow and contains the following text: "Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator." Below this text are two input fields: "User ID:" and "Passcode:". The "Passcode:" field has a note below it: "Your Passcode is your PIN + the number displayed on your token (the Tokencode)." At the bottom of the form are two buttons: "Log In" and "Reset".

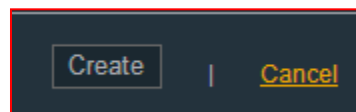
Log in using your UserID and Passcode
(PIN followed by token number).

UNDER “USER ADMIN” SELECT “CREATE NEW”

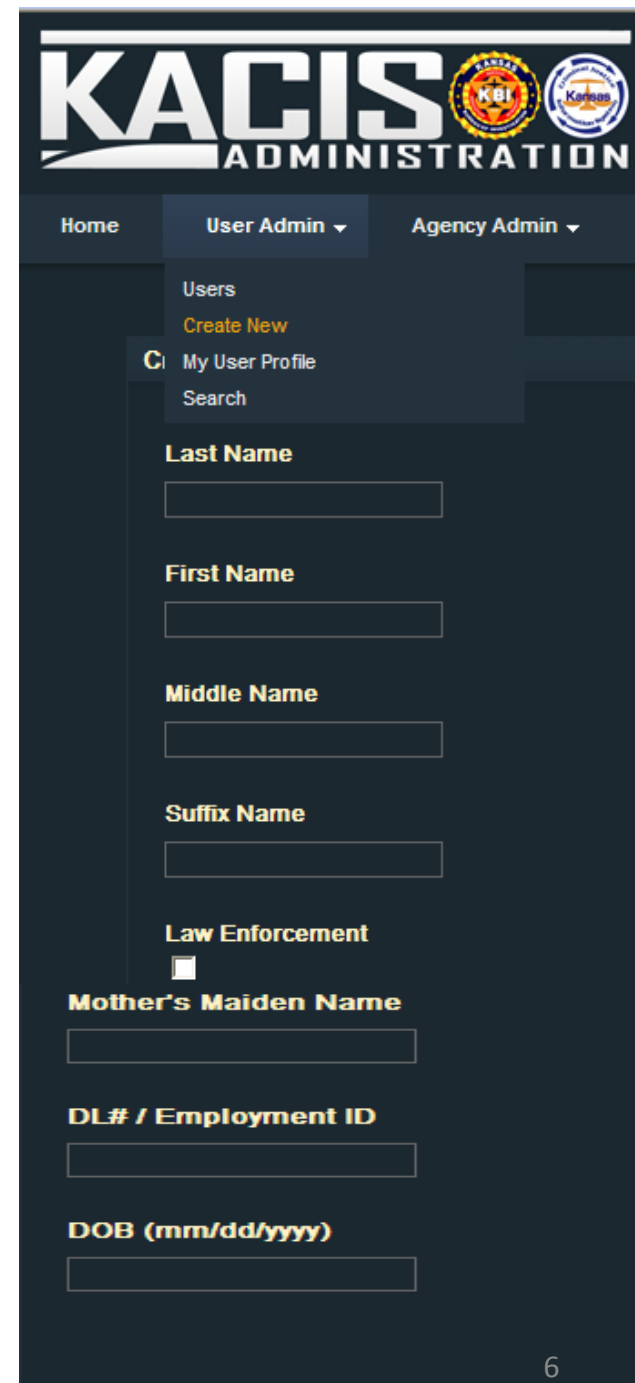
Complete the text fields beginning with your agency’s ORI followed by the new user’s identifying information.

Check the “Law Enforcement” box only if the new user is a sworn LEO (Law Enforcement Officer).

Click the “Create” button at the bottom of the screen.

A dark blue rectangular button bar with a red border. It contains two buttons: a white button with the text "Create" and a yellow button with the text "Cancel". A vertical line separates the two buttons.

Create | Cancel

A screenshot of the KACIS ADMINISTRATION web application. The header shows the KACIS logo and two circular emblems. Below the header is a navigation bar with "Home", "User Admin", and "Agency Admin" tabs. The "User Admin" tab is selected, and a dropdown menu is open showing "Users", "Create New", "My User Profile", and "Search". The "Create New" option is highlighted. Below the dropdown is a form with several text input fields: "Last Name", "First Name", "Middle Name", "Suffix Name", "Mother's Maiden Name", "DL# / Employment ID", and "DOB (mm/dd/yyyy)". There is also a checkbox labeled "Law Enforcement" which is currently unchecked. The form is set against a dark blue background.

KACIS ADMINISTRATION

Home User Admin Agency Admin

Users
Create New
My User Profile
Search

Last Name

First Name

Middle Name

Suffix Name

Law Enforcement

Mother's Maiden Name

DL# / Employment ID

DOB (mm/dd/yyyy)

DUPLICATE USER ID'S

The KACIS application has the ability to prevent duplicate UserIDs from being created. If information submitted for a “new” user matches an existing record, the TAC will be presented with an option to select the existing user record or to “create new person”.

Create User

THE PERSON DEMOGRAPHIC INFORMATION ENTERED MATCHES EXISTING DATA.

You may add a new user account to an existing person by selecting them below, or create a new person in the system if the matching demographic data is not the desired individual for whom this new USER will be created for. If you would like to cancel this process, please click the Cancel link below.

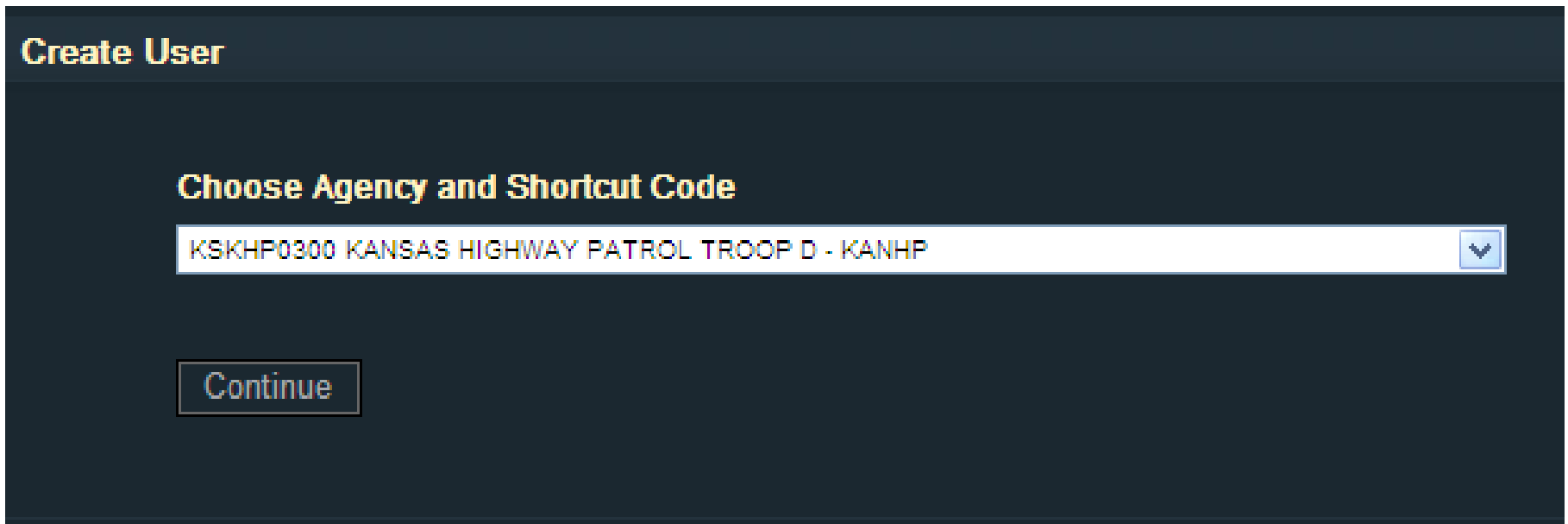
	Name	LEO	Mother Maiden Name	DL#/Employment ID	DOB
<input checked="" type="radio"/>	JULIE A TEMP	False	WORKER	K010203040	2/3/1993
<input type="radio"/>	CREATE NEW PERSON				

Continue

Cancel

If the new user at your agency is in fact the person already named in KACIS (user has left one agency for another, or perhaps will be working for more than one agency simultaneously), then select the existing user account as opposed to “Create New Person”.

If the person information submitted does not match an existing record, KACIS will proceed directly to this screen.



Create User

Choose Agency and Shortcut Code

KSKHP0300 KANSAS HIGHWAY PATROL TROOP D - KANHP

Continue

Click “Continue.”

KACIS
ADMINISTRATION

Home User Admin Agency Admin

Create User

KANHPJJ1

Agency
KSKHPQ000 - KANSAS HWY PATROL GENER

Active
☒

KACIS Application Role
No more TAC roles available for this user's agency.
Unassigned Role

Hire Date
08/21/2014

Take note of the auto-generated KCJIS UserID for future reference.

Check the “Active” box if/when you are prepared to activate this new user account.

Most KCJIS users will be designated as “Unassigned Role” under the KACIS Application Role. (TAC is also available for primary and alternate TAC’s).

Enter a “Hire Date”:
This can be a date in the future.

Scroll down the page to review the...

- Name,
- DOB,
- DL Number,
- LEO status and...
- Mother's Maiden Name.

Person Information

Name	JOHNNY JOHN JOHNSON
DOB	12/25/1986
DL Num	K00000000
Law Enforcement	
Mother's Maiden Name	SMITH

Continuing down the page...

Determine whether the agency's default address is appropriate to assign to the specific user.

User - Agency Addresses								
Assign	Address	Suite	City	State/Province	ZIP	County	PO Box	Type
<input checked="" type="checkbox"/>	122 SW 7TH ST		TOPEKA	KANSAS	66603-3847	Shawnee	0	Agency

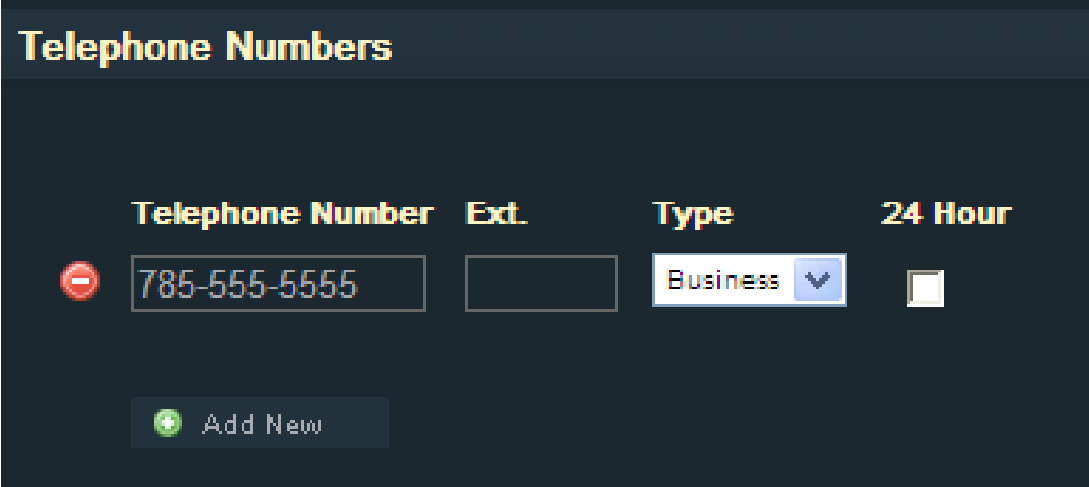
If this user accesses multiple buildings within your agency, select the address where this user will have the most access (their home office).

Only one address may be selected per UserID.


If a specific address is not available for the user, you may use a general address associated with your agency.


Next on the page...

is the option for adding telephone numbers associated with the user.



The screenshot shows a form titled "Telephone Numbers" with a dark background. It contains a table with four columns: "Telephone Number", "Ext.", "Type", and "24 Hour". The first row has a red minus icon in the first column, the number "785-555-5555" in the second, an empty text box in the third, a dropdown menu with "Business" selected in the fourth, and an empty checkbox in the fifth. Below the table is a green plus icon and the text "Add New".

Telephone Number	Ext.	Type	24 Hour
 785-555-5555		Business	<input type="checkbox"/>

 Add New

Click the “Add New” button to add a phone number.

Populate the telephone number text box and indicate the type of phone.

Indicate if this phone number has a 24 hour availability.

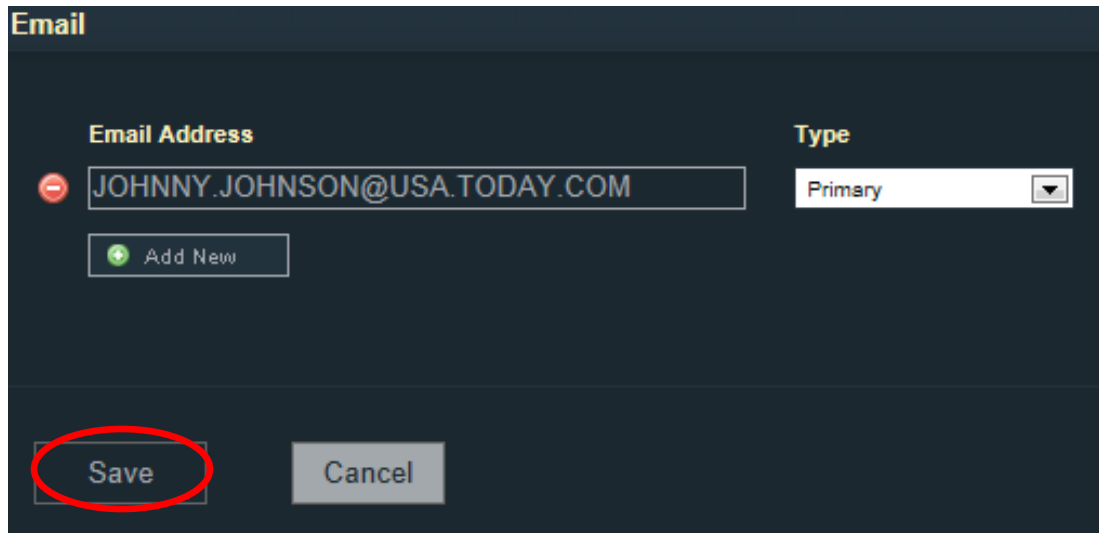
Repeat for any additional phone line(s).

The final option on the page is...

to add E-mail addresses for the user.

Enter an E-mail address and indicate “Primary” or “Secondary”.

Click “Add New” to note additional E-mail addresses.



The screenshot shows a dark-themed interface for managing email addresses. At the top, the word "Email" is displayed in orange. Below it, there is a table with two columns: "Email Address" and "Type". The "Email Address" column contains a red minus icon and the text "JOHNNY.JOHNSON@USA.TODAY.COM". The "Type" column contains a dropdown menu with "Primary" selected. Below the table, there is a green plus icon and the text "Add New". At the bottom of the interface, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

Click “Save” at the bottom of the page to save all data entered on the Person Information page.

KACIS
ADMINISTRATION

Home User Admin ▼ Agency Admin ▼ Agreement Admin ▼

[User Listing](#) | [Edit](#) | [Deactivate](#)

View User Information

KANHPJJ1

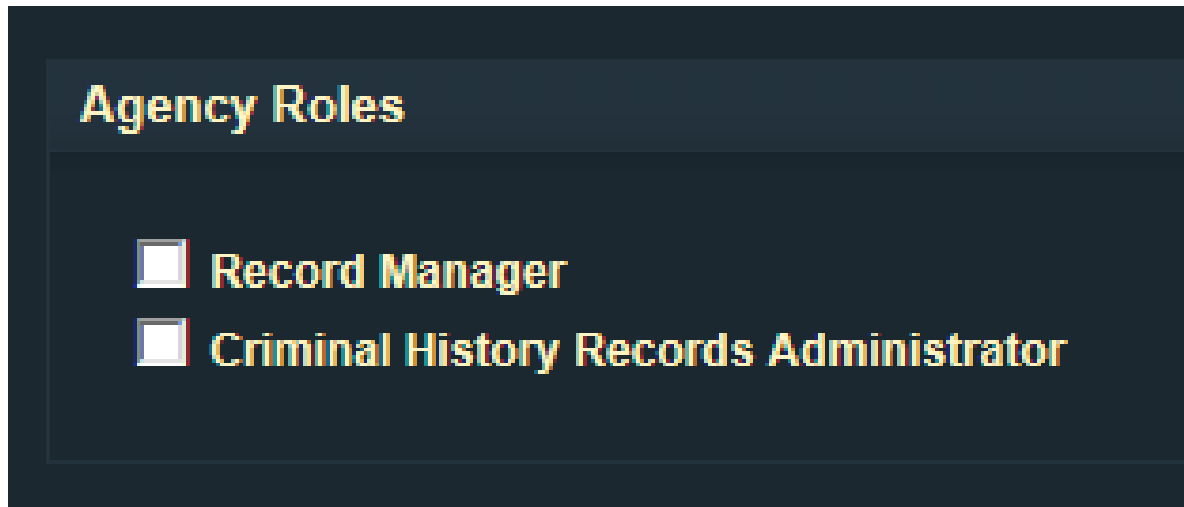
Active	✓
Agency	KSKHPQ000
KACIS Application Role	Unassigned Role
Agency Roles	KCJIS User
Name	JOHNNY JOHN JOHNSON
	Edit Person Info
	Suspend/Revoke
DOB	12/25/1986
DL# / Employment ID	K00000000
Law Enforcement	✗
Mother's Maiden Name	SMITH

On the page that appears next, verify all data is accurate.

Click “Edit” to complete any needed modifications.

Continue to the bottom of the page.

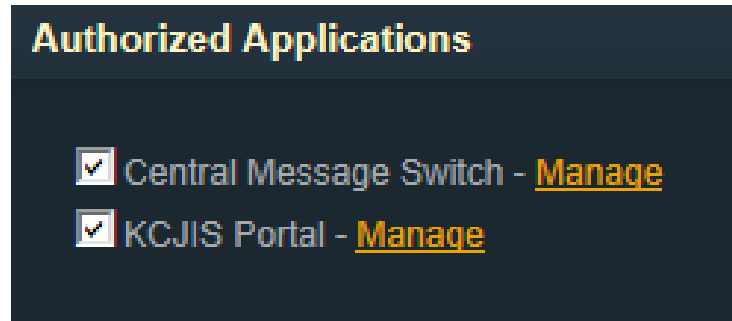
AGENCY ROLES



Record Manager: Indicates the contact for the Records Department within your agency. No other background functionality.

Criminal History Records Admin: Will grant access to e-dispositions. Because e-disposition is accessible via KCJIS Web Portal, the user must have both e-disposition and KCJIS Web Portal before gaining access.

AUTHORIZED APPLICATIONS



The user **MUST** have the box checked by “Central Message Switch” to have access to the switch via the OpenFox application (immediate access).

The user **MUST** have the box checked by “KCJIS Portal” to have access to the switch via the KCJIS Portal application (top of the hour access).

The concept is that KACIS will eventually serve as a “hub” for any number of criminal justice related applications. Only the one KCJIS user account will be needed to which access to various applications may be granted as deemed appropriate for a given user.



Click “Save”

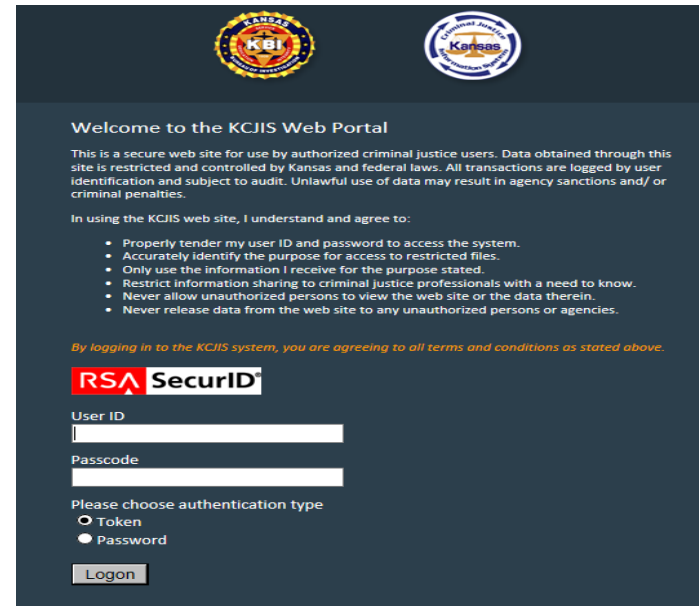
ASSIGNING TOKENS

Log into the KCJIS Web Portal:

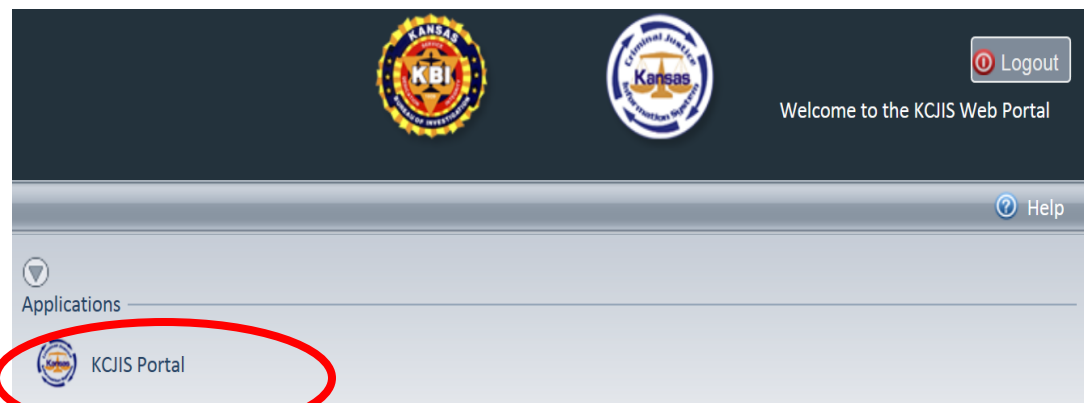
<https://kcjis.ks.gov>

Select the KCJIS Portal application to assign a token to a user.

**A token is needed to access the Web Portal and Open Fox*



The screenshot shows the login page of the KCJIS Web Portal. At the top, there are two logos: the Kansas KBI logo and the Kansas Criminal Justice Training Institute logo. Below the logos, the text reads "Welcome to the KCJIS Web Portal". A security notice follows: "This is a secure web site for use by authorized criminal justice users. Data obtained through this site is restricted and controlled by Kansas and federal laws. All transactions are logged by user identification and subject to audit. Unlawful use of data may result in agency sanctions and/or criminal penalties." Below this, a statement says "In using the KCJIS web site, I understand and agree to:" followed by a bulleted list of terms of use. The list includes: "Properly tender my user ID and password to access the system.", "Accurately identify the purpose for access to restricted files.", "Only use the information I receive for the purpose stated.", "Restrict information sharing to criminal justice professionals with a need to know.", "Never allow unauthorized persons to view the web site or the data therein.", and "Never release data from the web site to any unauthorized persons or agencies." Below the terms, a line states "By logging in to the KCJIS system, you are agreeing to all terms and conditions as stated above." The login section features the "RSA SecurID" logo, input fields for "User ID" and "Passcode", and a section for "Please choose authentication type" with radio buttons for "Token" and "Password". A "Logon" button is at the bottom of the login section.



On the KCJIS Main Page...

Click on “Access Requests and TAC Info, and...

Kansas Criminal Justice Information System

Home Information **Access Requests and TAC Info** Forms Amber Alert FAQ Suggestion Box Logout

Access Requests and TAC Info

The following contains documents and links associated with Access Requests and TAC Info.

KACIS	KCJIS Authorization and Customer Information System
How-To in KACIS	How-To in KACIS
KCJIS Awareness Statement	Awareness Statement for Criminal Justice Information

SecurID Tokens

Help Desk


Token Request Form	Request a New Token or Information on Current Tokens
Replacing Tokens	Instructions on how to replace expiring tokens

KCJIS Access Information


KBI Network Services Application Packet	This packet will provide guidance and collect information necessary for an agency to establish a connection to one or more of KBI services.
KCJIS Connectivity Information	Information Concerning Connectivity to KCJIS and KBI
KCJIS Web Portal MOU Form	KCJIS Agreement
AFIS (Livescan, DigiScan Web, Latent Workstation, MorphoIdent, Mug Shots, MARS)	
AFIS MOU	Automated Fingerprint Identification System (AFIS) MOU
AFIS DigiScan Web	DigiScan Web Connection Instructions
AFIS Livescan	Livescan Connection Instructions

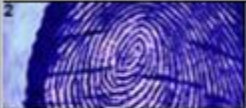
..then select -
“Token Request Form”

[Home](#) | [Logout](#) | [Help](#) [SEARCH](#) [INFORMATION](#) [ADMIN](#) [WEB SWITCH](#)



Kansas Criminal Justice Information System **KCJIS**








Services:

KCJIS Help Desk

[Search Your Agency's Token Activity](#)

Agency: Shortcut: TAC:

Action: 

Describe problem if action is "Broken", "Lost", or
"Stolen"  

A - Token # Full Name: User ID:

B - Token # Full Name: User ID:


If you are a new user, complete the application information below. Incomplete applications may be returned.

First Name:

Last Name:

Middle Initial:

Drivers License:

Drivers License State: 

User ID: Example: SNXCCABC

Mother's Maiden Name:

Birth Date: Example: MM/DD/YYYY

Employment Date: Example: MM/DD/YYYY

Use this form
to issue,
transfer or
delete tokens
as well as
reporting
broken, lost or
stolen tokens.

Agency: KSKHPH000 Shortcut: KANHP TAC: Patricia King

Action: New User

Description: Please choose an action.
Broken - Report broken token and assign user to a different token permanently.
Delete - Delete user listed on line A.
Lost/Stolen
New User
Transfer - Transfer a token from user on line A to the user on line B

A - Token # Full Name: User ID:

B - Token # Full Name: User ID:

(1.) You must select an “Action” from the drop-down box.

(2.) Provide the token’s serial number, the user’s name and UserID in line A.

The bottom half of the “Token Activity” form must be completed for all “new users”.

If you are a new user, complete the application information below. Incomplete applications may be returned.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Drivers License:	<input type="text"/>
Drivers License State:	<input type="text" value="Choose a State"/>
User ID:	<input type="text"/> Example: SNXCCABC
Mother's Maiden Name:	<input type="text"/>
Birth Date:	<input type="text"/> Example: MM/DD/YYYY
Employment Date:	<input type="text"/> Example: MM/DD/YYYY

Once the appropriate fields are completed, click submit to transmit the form to the KBI Help Desk.

Changing token assignments...

KCJIS Help Desk

[Search Your Agency's Token Activity](#)

Agency:	KSKHPH000	Shortcut:	KANHP	TAC:	Patricia King
Action:	New User				
Description:	Please choose an action.				
"Stolen"	Broken - Report broken token and assign user to a different token permanently.				
	Delete - Delete user listed on line A.				
	Lost/Stolen				
	New User				
	Transfer - Transfer a token from user on line A to the user on line B				
A - Token #		Full Name:		User ID:	
B - Token #		Full Name:		User ID:	

“Transfer” is to be selected in the event a token is being taken from one user and directly transferred to another.

In this scenario, place the name and User ID of the prior user in line A and the identifiers of the intended new user in line B with the serial number of the token being transferred included on both lines.

KCJIS Help Desk

[Search Your Agency's Token Activity](#)

Agency:	KSKHPH000	Shortcut:	KANHP	TAC:	Patricia King
Action:	New User				
Description:	Please choose an action.				
"Stolen"	Broken - Report broken token and assign user to a different token permanently.				
	Delete - Delete user listed on line A.				
	Lost/Stolen				
	New User				
	Transfer - Transfer a token from user on line A to the user on line B				
A - Token #		Full Name:		User ID:	
B - Token #		Full Name:		User ID:	

“Transfer” is the action to be selected when a new token is being assigned to an active user to replace an expiring token.

In this scenario, place the name and User ID of the user in both lines A and B with the serial number of the old (expiring) token noted on line A and the number of the new (replacement) token on line B.

[Search Your Agency's Token Activity](#)

Agency	KSKHPH000	Shortcut:	KANHP	TAC:	Patricia King
Action:	<div> <div>New User</div> <div> <div>Please choose an action.</div> <div>Broken - Report broken token and assign user to a different token permanently.</div> <div>Delete - Delete user listed on line A</div> <div>Lost/Stolen</div> <div>New User</div> <div>Transfer - Transfer a token from user on line A to the user on line B</div> </div> </div>				
A - Token #		Full Name:		User ID:	
B - Token #		Full Name:		User ID:	

“Broken” is the action to be selected when a token is being reported broken and a replacement token is being assigned.

In this scenario, place the name and User ID of the user in both lines *A* and *B* with the serial number of the old (broken) token noted on line *A* and the number of the new (replacement) token on line *B*.

Remember to describe how the token came to be broken and what date it happened.

Describe problem if action is "Broken", "Lost", or

"Stolen"

[Search Your Agency's Token Activity](#)

Agency	KSKHPH000	Shortcut:	KANHP	TAC:	Patricia King
Action:	<div> <div>New User</div> <div> <div>Please choose an action.</div> <div>Broken - Report broken token and assign user to a different token permanently.</div> <div>Delete - Delete user listed on line A</div> <div>Lost/Stolen</div> <div>New User</div> <div>Transfer - Transfer a token from user on line A to the user on line B</div> </div> </div>				
A - Token #		Full Name:		User ID:	
B - Token #		Full Name:		User ID:	

“Lost/Stolen” is the action to be selected when a token is being reported missing and a replacement token is being assigned.

In this scenario, place the name and User ID of the user in both lines *A* and *B* with the serial number of the old (missing) token noted on line *A* and the number of the new (replacement) token on line *B*.

Remember to describe (in detail) how the token came to be missing and what date it happened.

Describe problem if action is "Broken", "Lost", or

"Stolen"

↑

↓

- The “clock” is already running for the new tokens when they are received by the agency. There is no value in waiting for the old tokens to draw nearer their expiration date(s) before issuing the replacements.
- Issue the replacement tokens as soon as reasonable or convenient to do so and instruct the user(s) to log in to either OpenFox or the secure KCJIS website with their new token as soon as possible (generally beginning on the day following the submission of the *Token Activity* form to the KBI).

- The user's pre-existing PIN selection will work with the new token and the first log in with the new token will cause the message switch to deactivate the old token as the new token is activated.
- In no case should the old token ever be allowed to expire prior to assigning, and activating, the new replacement token.

Note: Do not dispose of any token while it is still functioning!
After that time, expired and otherwise non-functioning tokens have no value and may be disposed of at the agency's discretion.

SELECTING A PIN TO USE WITH THE TOKEN

The Token Activity form must be processed by the KBI (normally during the night shift) before the following steps can be performed:

- The user will open the KCJIS website: <https://kcjis.ks.gov> .
- Enter their KACIS-assigned UserID (i.e. KANHPSJS).
- In the Passcode box enter only the number currently displayed on the front of the token.
- Click “Send”.

SELECTING A PIN TO USE WITH THE TOKEN

- A “New PIN” page should be displayed.
- User has the option of choosing his/her own PIN or having a system generated PIN created.
(It is recommended the user choose his/her own PIN)
- A PIN must be 6 to 8 numeric digits only.
- The user shall enter the PIN selected, press “Tab” and enter the PIN again to confirm.

SELECTING A PIN TO USE WITH THE TOKEN

- The user must try again if any of the following are displayed:
 - PIN and confirmation do not match
 - PIN must be 6-8 digits
 - New PIN rejected
- After successfully setting up the new PIN, a web page appears to test the new PIN.
- The user will type his/her UserID in the Username box.
- In the Passcode box, the user types their PIN followed by the number currently being displayed on their token.

SELECTING A PIN TO USE WITH THE TOKEN

- Click “Log-In”.
- A SecurID passcode page will appear requiring the user to again enter his/her KCJIS UserID and Passcode.
- **Ensure the number on the token has changed before proceeding.**
- If the user receives “Access Denied” they may have typed the UserID and/or Passcode incorrectly. Try again. If the user again receives “Access Denied,” contact the KBI Helpdesk.
- Once these steps are successfully completed, the UserID is confirmed, the PIN is established and the number sequence running on the token is synchronized with the message switch.

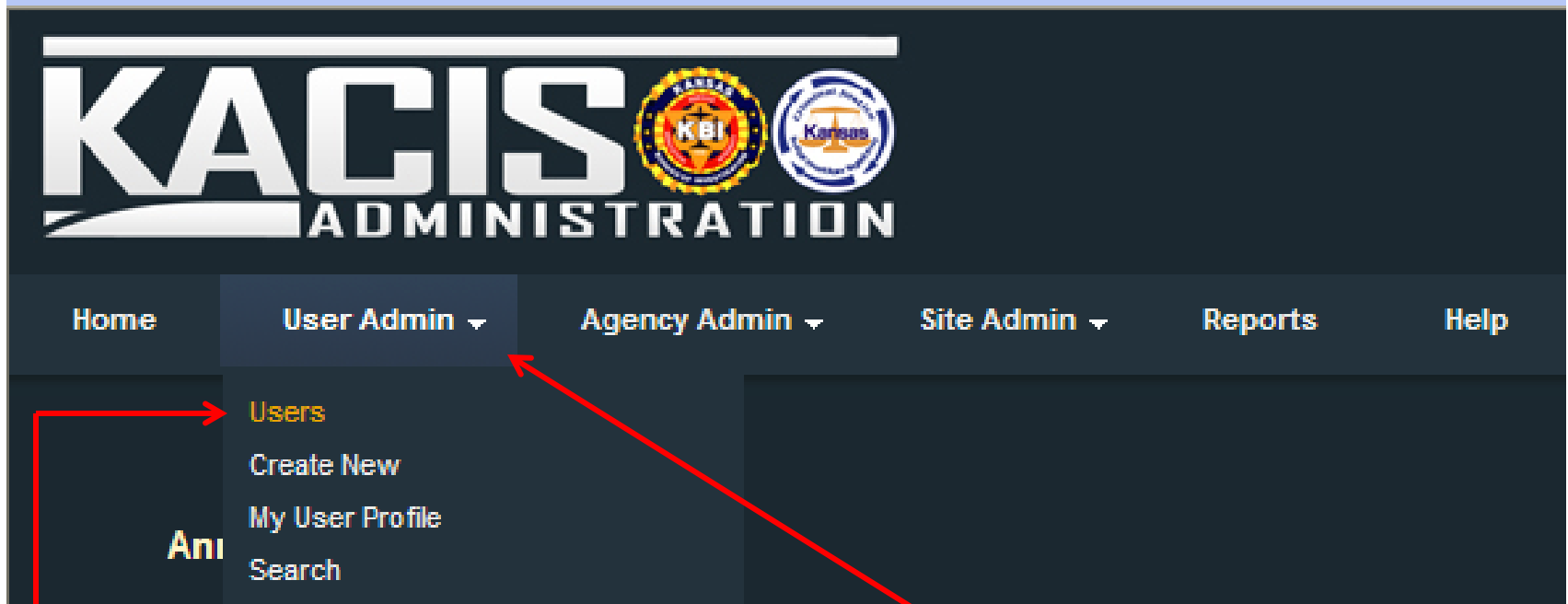
NAME CHANGES AND RE-HIRED EMPLOYEES

If a user changes his/her name (married, divorced) the user is not to be re-entered into the KCJIS System with a new UserID.

- The user's name should be modified in the KACIS System to reflect the change.
- The user's name should also be modified in the nexTEST software on the CJIS Launchpad.
- The token activity form no longer needs to be completed for a name change. KACIS automatically completes this transaction.

For returning (re-hired) employees, simply reactivate the previous user account.

NAME CHANGES AND RE-HIRED EMPLOYEES



In KACIS, hover your pointer over “User Admin” and click “Users” from the drop-down menu

NAME CHANGES AND RE-HIRED EMPLOYEES

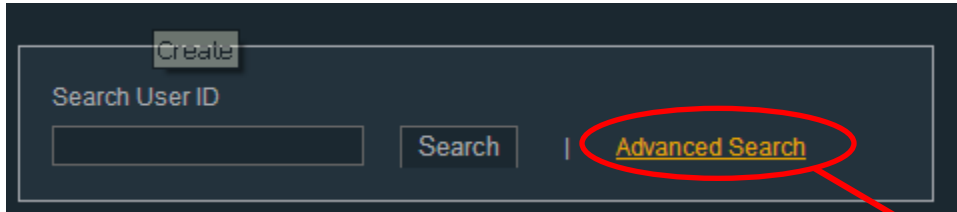
You can search for a user in one of two ways:

- By UserID
- By Name

Search by UserID

The screenshot displays a web application interface for user management. At the top, there is a navigation bar with links: Home, User Admin (with a dropdown arrow), Agency Admin (with a dropdown arrow), Site Admin (with a dropdown arrow), Reports, and Help. Below the navigation bar, the main content area has a dark blue background. On the left, there is a link for 'My User Profile' and a 'Create New' button with a green plus icon. The central part of the interface features a search section titled 'Search User ID'. It includes a text input field containing 'KANHPJJJ', which is circled in red. Below the input field, a dropdown menu shows the same text 'KANHPJJJ'. To the right of the input field is a 'Search' button and a link for 'Advanced Search'. At the bottom of the search section, it says 'Showing users 1 - 50 of 9443. [Show all users including inactives.](#)'

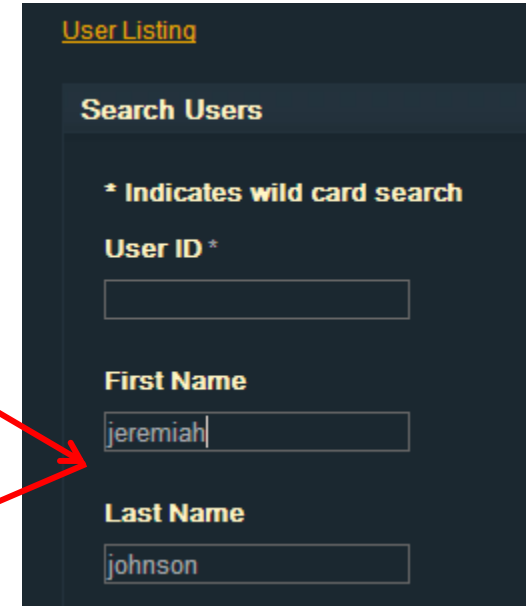
NAME CHANGES AND RE-HIRED EMPLOYEES



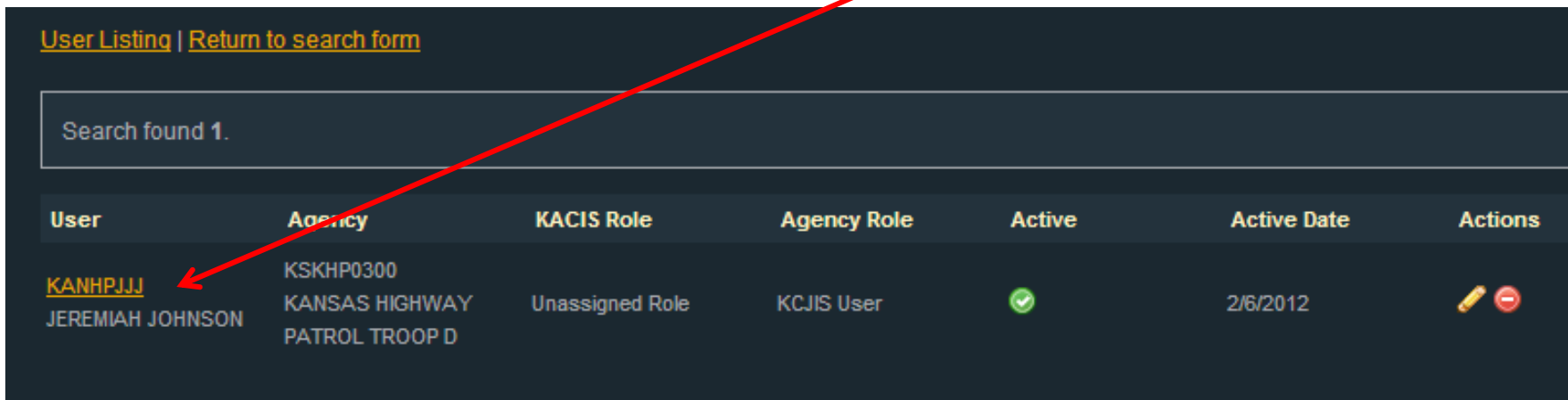
A screenshot of a web application interface. At the top left is a button labeled 'Create'. Below it is a section titled 'Search User ID' containing a text input field and a 'Search' button. To the right of the 'Search' button is a link labeled 'Advanced Search', which is circled in red. A red arrow points from this link towards the 'Advanced Search' form on the right.

To search by name, click “Advanced Search” on the same page.



Type in the user’s name.



A screenshot of the 'Advanced Search' form. At the top is a link 'User Listing'. Below it is a section titled 'Search Users'. Under this section is a note: '* Indicates wild card search'. There are three input fields: 'User ID *' (empty), 'First Name' (containing 'jeremiah'), and 'Last Name' (containing 'johnson'). A red arrow points from the 'Advanced Search' link in the previous screenshot to this form.



A screenshot of the search results page. At the top is a link 'User Listing' and a link 'Return to search form'. Below this is a message 'Search found 1.' and a table with the following data:

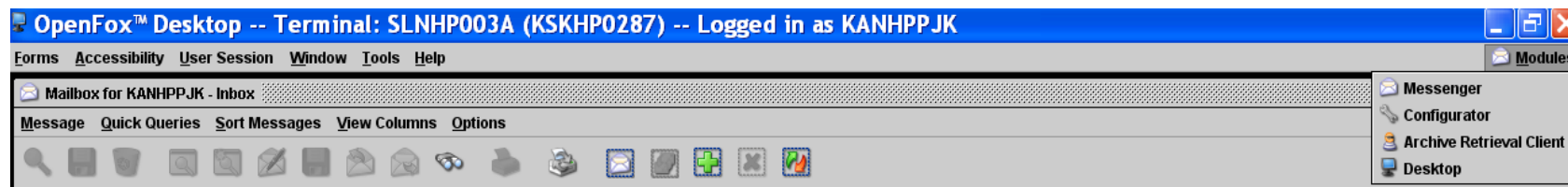
User	Agency	KACIS Role	Agency Role	Active	Active Date	Actions
KANHPJJI JEREMIAH JOHNSON	KSKHP0300 KANSAS HIGHWAY PATROL TROOP D	Unassigned Role	KCJIS User	✓	2/6/2012	 

A red arrow points from the 'Advanced Search' form in the previous screenshot to the 'KANHPJJI' link in the first row of the table.

NAME CHANGES AND RE-HIRED EMPLOYEES

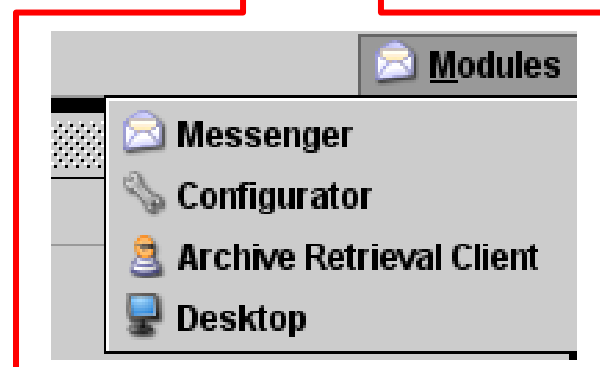
- Confirm the appropriate user has been selected and click the “Edit” button.
- Make any changes that are necessary such as:
 - ❖ Activate/Deactivate user,
 - ❖ Change KACIS application role,
 - ❖ Any name changes,
 - ❖ Changes to addresses, e-mail addresses & telephone numbers, or
 - ❖ Application Authorizations.
- Click the “Save” button and review the UserID information to confirm the changes have been saved.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)

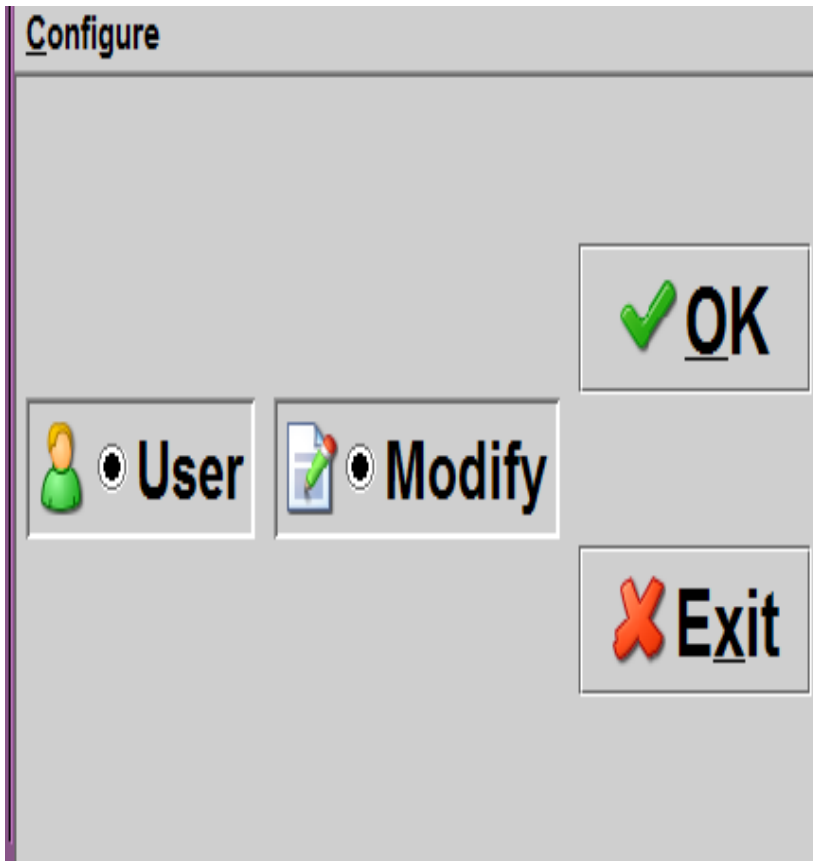


A user must be granted certain security roles in OpenFox. These roles designate the scope of their abilities in NCIC. Only an agency TAC has access to assign security roles.

- Log into OpenFox.
- Click on “Modules” in the upper right corner.
- Select “Configurator.”



ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)



- The “User” button will already be selected.
- The “Modify” button will also already be selected.
- Simply click “OK”.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)



The screenshot shows a window titled "Configurator: Modify User". Below the title bar is a tabbed interface with two tabs: "Configure" and "Action". The "Configure" tab is active. Inside this tab, there is a label "User ID" followed by a text input field containing the text "KANHPPJK". To the right of the input field are two buttons: a green button with a left-pointing arrow and the text "Get", and a button with a green question mark icon and three dots "...".

- Type in the KCJIS UserID of the intended user.
- Press the “Enter” key or the “Get” button next to the UserID field.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)



- Scroll to the bottom right corner of the screen to “Security Roles.” (You may have to resize your window to see the bottom of this screen.)
- Click on the search button (binocular icon).

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)

Configurator: Get Security Roles

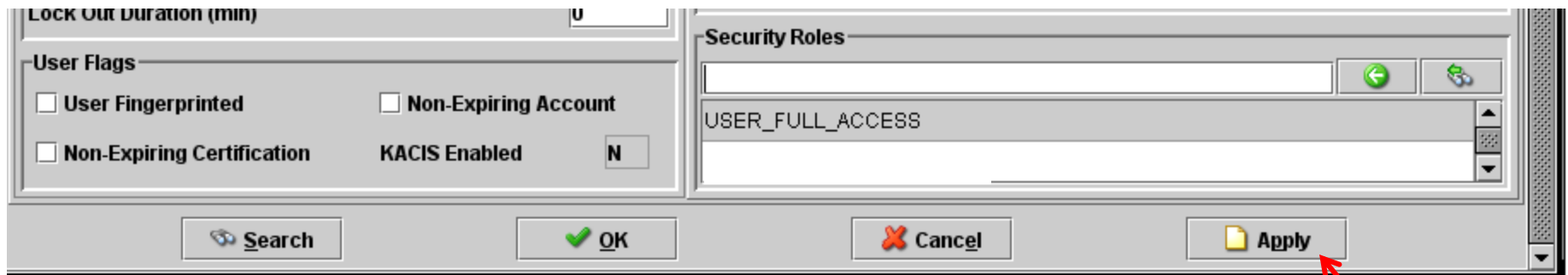
Get Security Roles Records --- Count: 9

Enter Search Text

Security Role ▲	User Modified	Last Modified
FULL_ACCESS ← FULL ACCESS USERS	TPKKBWRW	2013-07-15 10:19:05
QUERY_ADMIN	TPKKBWRW	2012-10-17 10:22:35
QUERY_ALL ← LIMITED ACCESS USERS	TPKKBWRW	2012-10-17 10:22:19
QUERY_CCH	TPKKBJL1	2015-10-08 11:34:10
QUERY_DL	TPKKBWRW	2012-10-17 10:21:59
QUERY_HOTFILES	TPKKBJAB	2015-02-24 13:29:42
QUERY_QNP ← NICS QUERY ROLE	TPKKBJAB	2015-12-02 08:31:27
QUERY_VEH	TPKKBWRW	2012-10-17 10:21:26
USER_KHP_TACAUDITOR	TPKKBKCT	2015-08-05 15:16:53

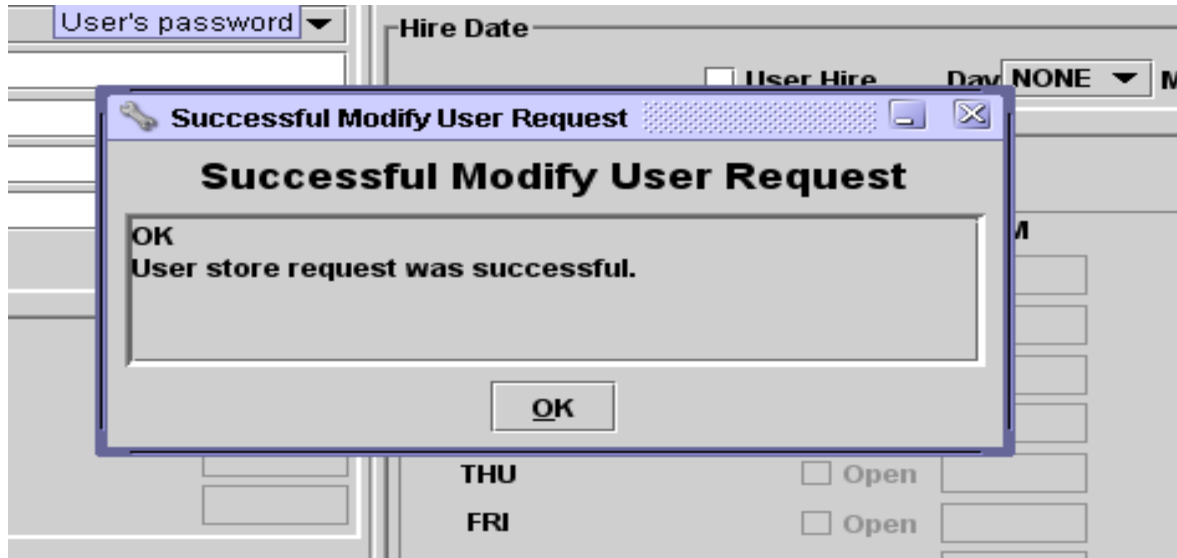
- Double click on the appropriate security role based on the user's access rights.

ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)



- Verify the appropriate security roles are assigned and click “Apply.”

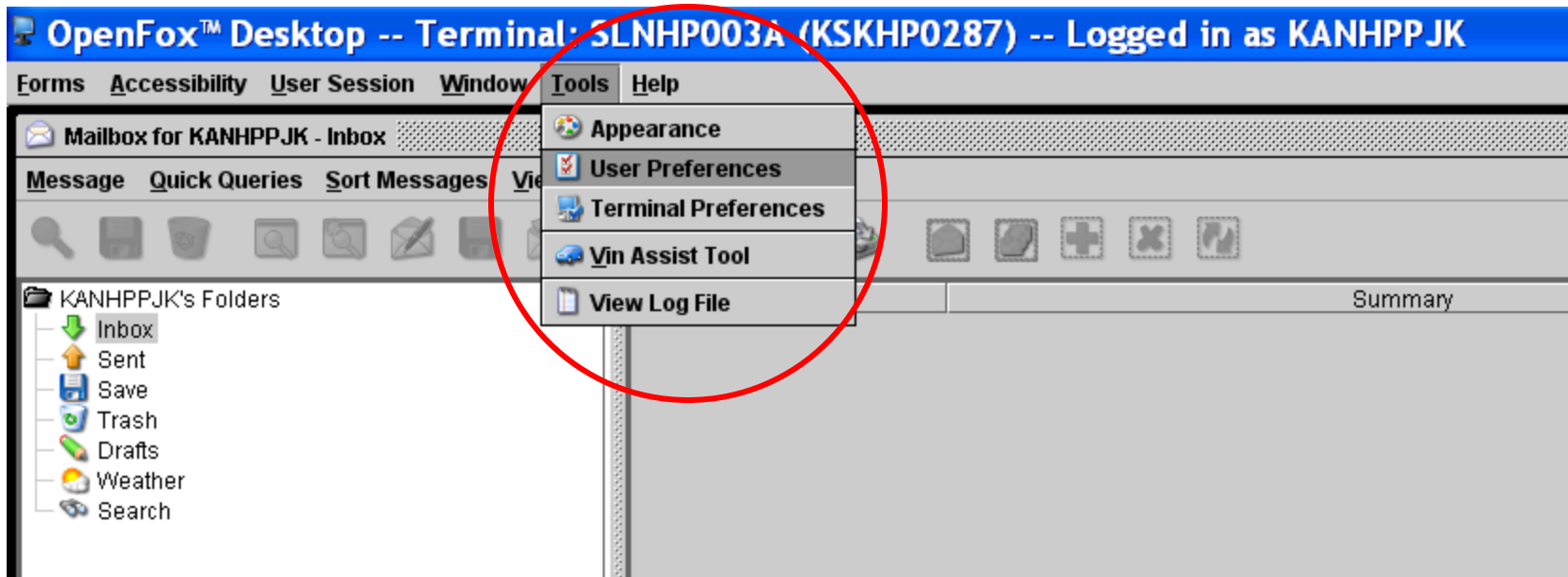
ASSIGNING SECURITY ROLES IN OPENFOX (CONFIGURATOR)



- You will receive a confirmation message.
- Click “OK.”
- Click “Cancel” to exit the “User Modify” screen.
- Exit the Configurator.

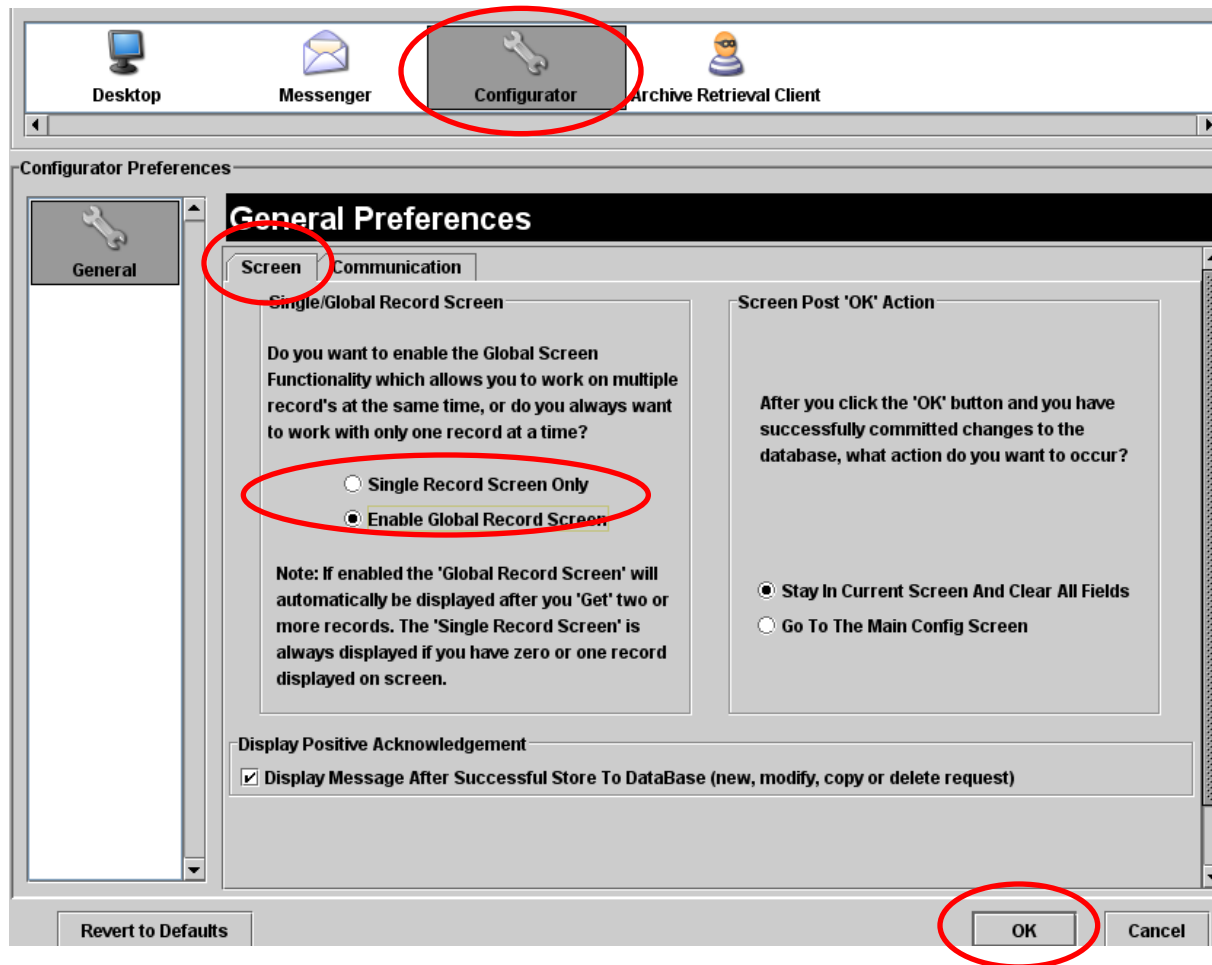
ASSIGNING SECURITY ROLES TO MULTIPLE USERS

Configurator has the ability of changing security roles for multiple users at one time. You must first, however, prepare your Configurator settings to perform this task.



- Click on the “Tool’s” option from the desktop menu.
- Click on the “User Preferences” option from the drop-down menu.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS



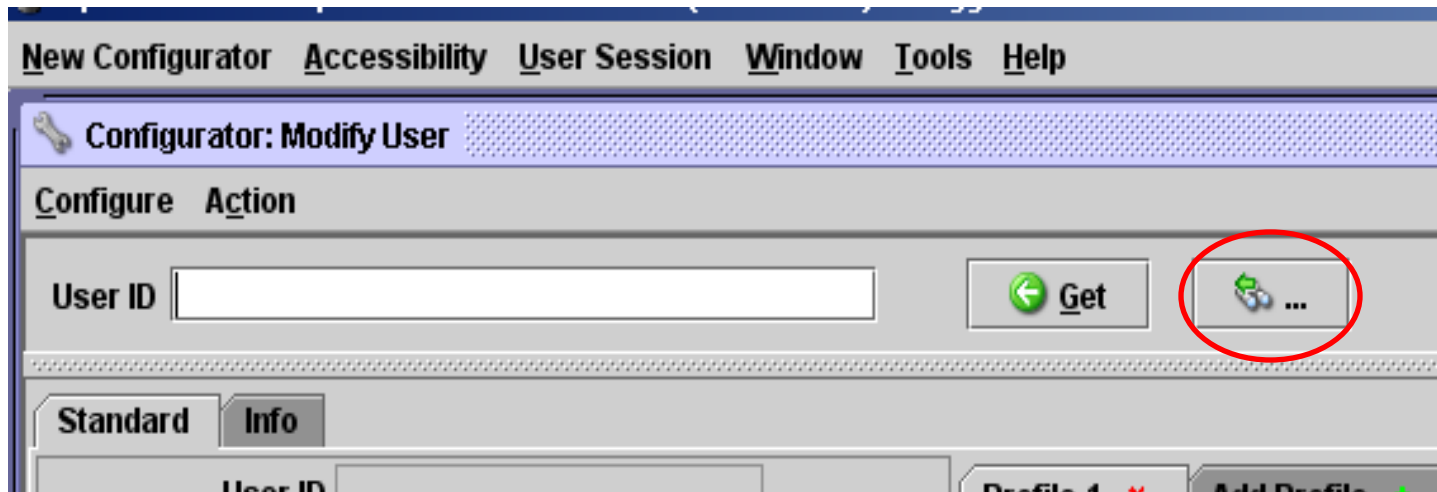
**This change
only needs to
be made once.**

- Click Configurator at the top of screen.
- In the “Screen” tab, click “Enable Global Record Screen.” Click OK.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

Assigning security roles via “Global Configurator” is done much like the single record Configurator:

- Click “User” button.
- Click “Modify” button.
- Click “OK.”



In this case, you will click the search icon to generate a list of all users within your agency, rather than the “Get” button.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

Configurator: Get User Records

Get User ID Records --- Count: 1180

Enter Search Text

User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
KANHPSDW	SHAE	D	WRIGHT	KANHPMDF	2013-07-30 15:41:23
KANHPSSEL	STEPHEN	E	LAROW	KANHPRA2	2014-04-14 13:24:10
KANHPSFW	SCOTT		WHITE	KANHPRA2	2014-04-14 13:35:19
KANHPSH1	SHANE		HOVEY	KANHPRA2	2014-04-14 13:35:32
KANHPSHH	SAGE	H	HILL	KACISINTERFACE	2013-01-22 15:00:02
KANHPSJH	SUSAN	J	HUNTER	TPKKBWRW	2013-12-12 12:22:34
KANHPSJJ	SHARON		JONES	KANHPRA2	2014-04-14 13:35:45
KANHPSJS	SANDY	J	SURBER	TPKKBWRW	2012-05-16 13:52:17
KANHPSJT	SHERRY		THEDERAHN	KANHPMDF	2013-05-16 12:50:10
KANHPSLB	STEPHEN		BILLINGER	KANHPRA2	2014-04-14 13:37:55
KANHPSLC	STEPHEN		CRUMPLER	KANHPRA2	2014-04-14 13:38:07
KANHPSLM	SARA	L	MARSH	KACISINTERFACE	2014-01-06 11:50:00
KANHPSLR	STEVEN		RICE	KANHPRA2	2014-04-14 13:38:25
KANHPSM1	SHAWN	M	HERRMAN	TPKKBWRW	2012-05-16 15:13:22
KANHPSM2	SCOTT	M	SMITH	TPKKBWRW	2013-12-12 12:22:34
KANHPSMG	SARAH	M	GRAVENSTEIN	KANHPHAH	2014-01-23 08:00:32
KANHPSMP	SCOTT		PROFFITT	KANHPRA2	2014-04-14 13:38:38
KANHPSMT	SHAWN		TAYLOR	KANHPRA2	2014-04-14 13:38:50
KANHPSNS	SILVIA	N	SMITH	KANHPRA2	2014-03-13 13:24:47
KANHPSRW	SCOTT		WALKER	KANHPRA2	2014-04-14 13:39:07
KANHPS1	SANDY	J	SURBER	KACISINTERFACE	2012-05-31 15:30:01
KANHPSWS	SHAWN	W	SUMMERS	KANHPRA2	2014-03-14 14:13:29
KANHPSYM	SUSAN	Y	MILLER	KACISINTERFACE	2013-11-22 09:10:00

OK Cancel

- While holding down the 'Ctrl' key, left click on each of the users to whom you wish to apply the same security role.
- The users will be highlighted as you select them.
- Click OK.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS

The screenshot shows the 'Configurator: Modify User' window. On the left, a table lists 5 users. The main area is divided into 'Standard' and 'Info' tabs. The 'Standard' tab contains fields for user identification and flags. The 'Info' tab contains fields for profile configuration and security roles.

User ▲	First Na...	Last Na...
CHNHPAJH	AURBY	HERRIDGE
KANHPSH1	SHANE	HOVEY
KANHPSJT	SHERRY	THEDERA...
KANHPSM1	SHAWN	HERRMAN
KANHPSNS	SILVIA	SMITH

User IDs --- Count: 5

Standard | **Info**

Identification

- ☒ User Record Disabled
- First Name: ???
- Middle Name: ???
- Last Name: ???
- Last Modified By User: ???
- Date/Time Last Modified: ???

User Flags

- ☐ User Fingerprinted
- ☐ Non-Expiring Account
- ☐ Non-Expiring Certification
- KACIS Enabled: N

Profile 1 x | **Add Profile +**

Main User Profile Fields

- Station: [dropdown]
- Agency: KSKHPQ000
- Idle Timeout (min): 0
- Session Timeout (min): 0

Certification Expiration Date

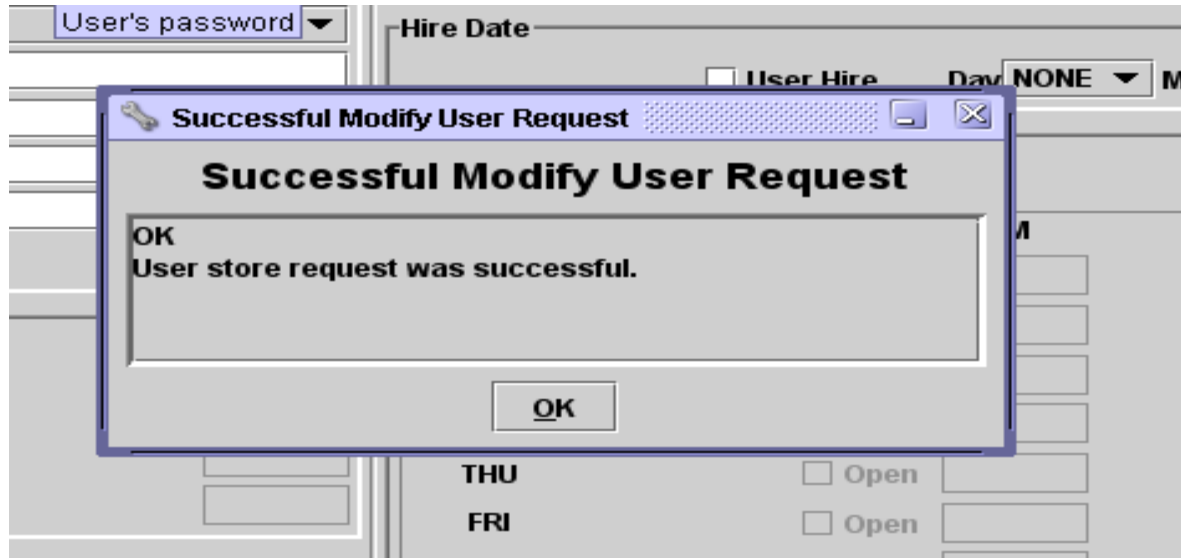
- ☐ User Certified
- Day: NONE
- Month: NONE
- Year: NONE

Security Roles

- QUERY_ALL

- The selected users listed on the left side of the screen will all be affected by any changes made on the right side including, but not limited to, adding or changing Security Role(s) assignments.
- Once changes have been made, click “Apply”.

ASSIGNING SECURITY ROLES TO MULTIPLE USERS



- You will receive a confirmation message.
- Click “OK.”
- Click “Cancel” to exit the “User Modify” screen.
- Exit the Configurator.

ADDING NEW USER ACCESS

In KACIS -----

- Click “New User” in the user’s profile, complete fields.

In OpenFox Configurator -----

- Assign security roles.

In nexTEST -----

- Add User to nexTEST under Agency Log in.

On the KCJIS website -----

- Submit a “token activity” form to assign a user a token.

Notify your KHP Trainer/Auditor of all personnel changes!

REMOVING USER ACCESS

In KACIS -----

- Click “Deactivate” in the user’s profile, and then click the resulting red “Deactivate” box.

In OpenFox Configurator -----

- Remove the security role assignment.

In nexTEST -----

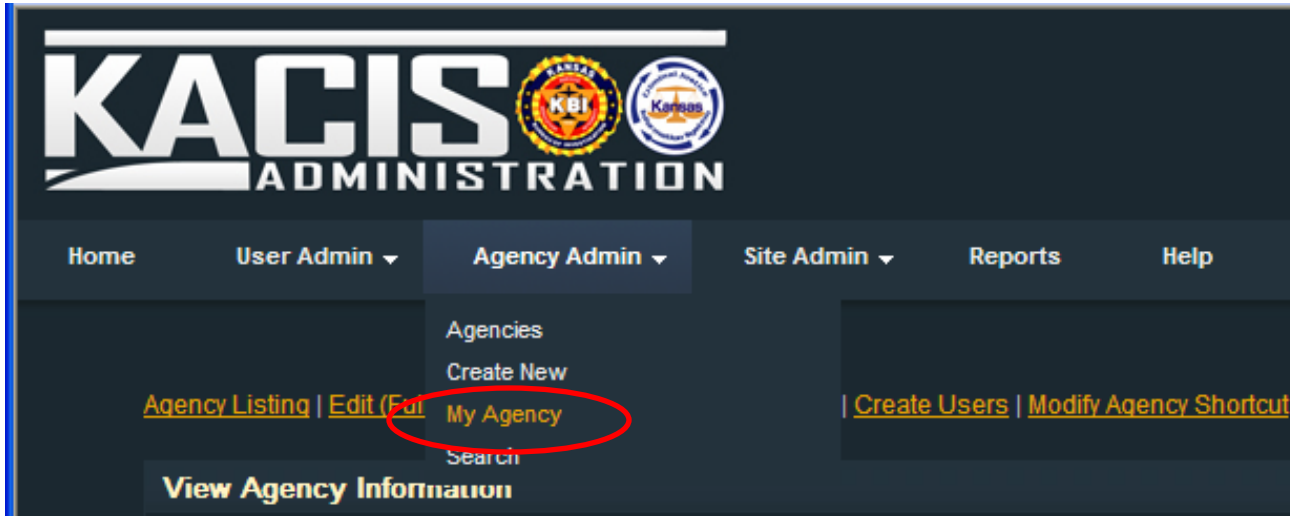
- Change the user’s status to “Inactive.”

On the KCJIS website -----

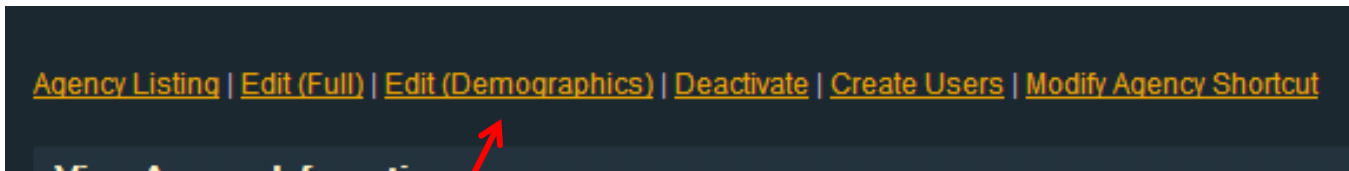
- Submit a “token activity” form to delete the token assignment.

Notify your KHP Trainer/Auditor of all personnel changes!

MODIFY AGENCY INFORMATION



Click “My Agency” under the Agency Admin option.

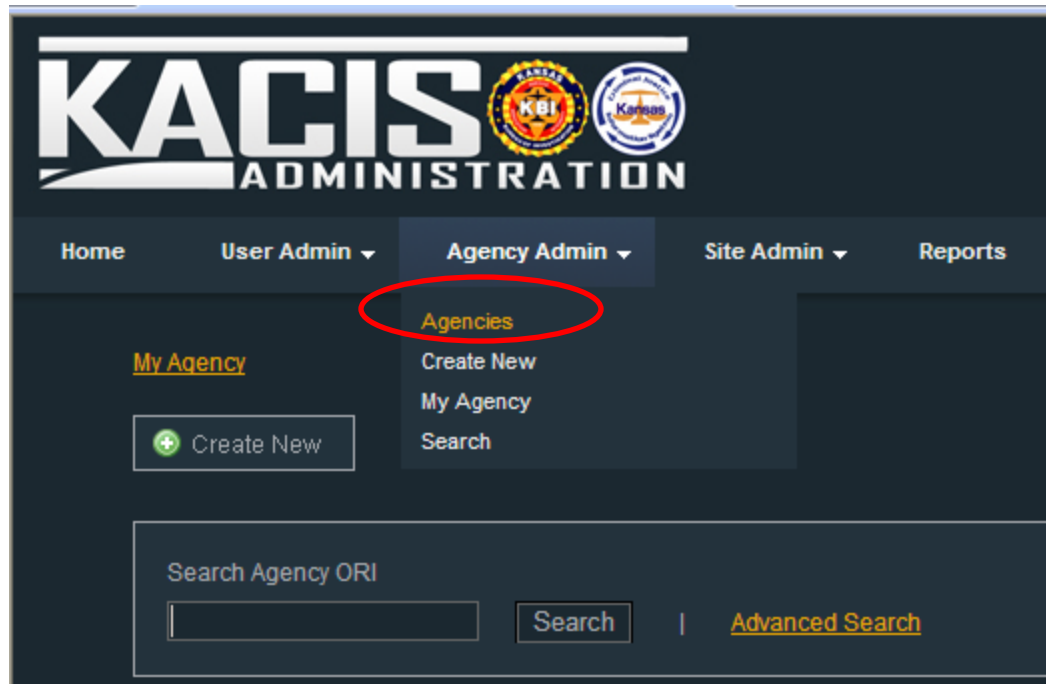


Click “Edit Demographics,” make any necessary changes and click “Save”.

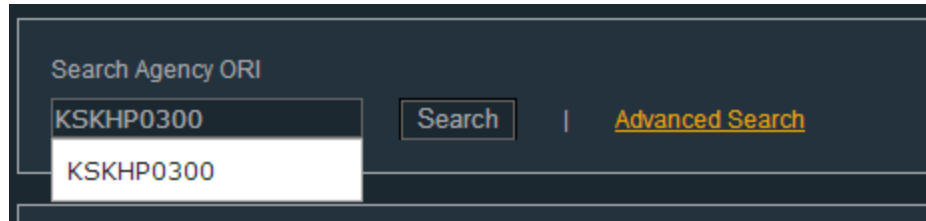
VIEWING AGENCIES

You can search for an agency in one of two ways:

- By ORI
- By Agency Name

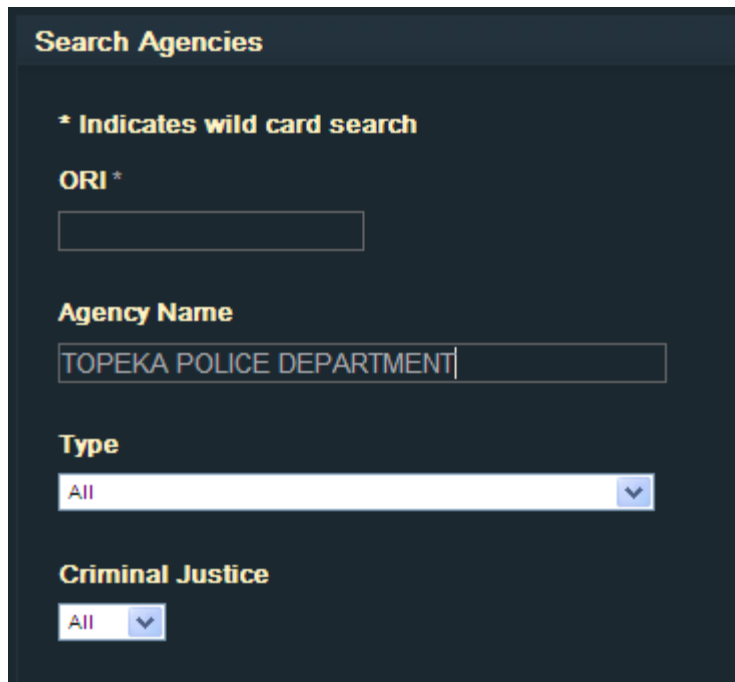


VIEWING AGENCIES



A screenshot of a web form titled "Search Agency ORI". It features a text input field containing "KSKHP0300", a "Search" button, and a link for "Advanced Search". A dropdown menu is open below the input field, showing "KSKHP0300" as the selected option.

By ORI



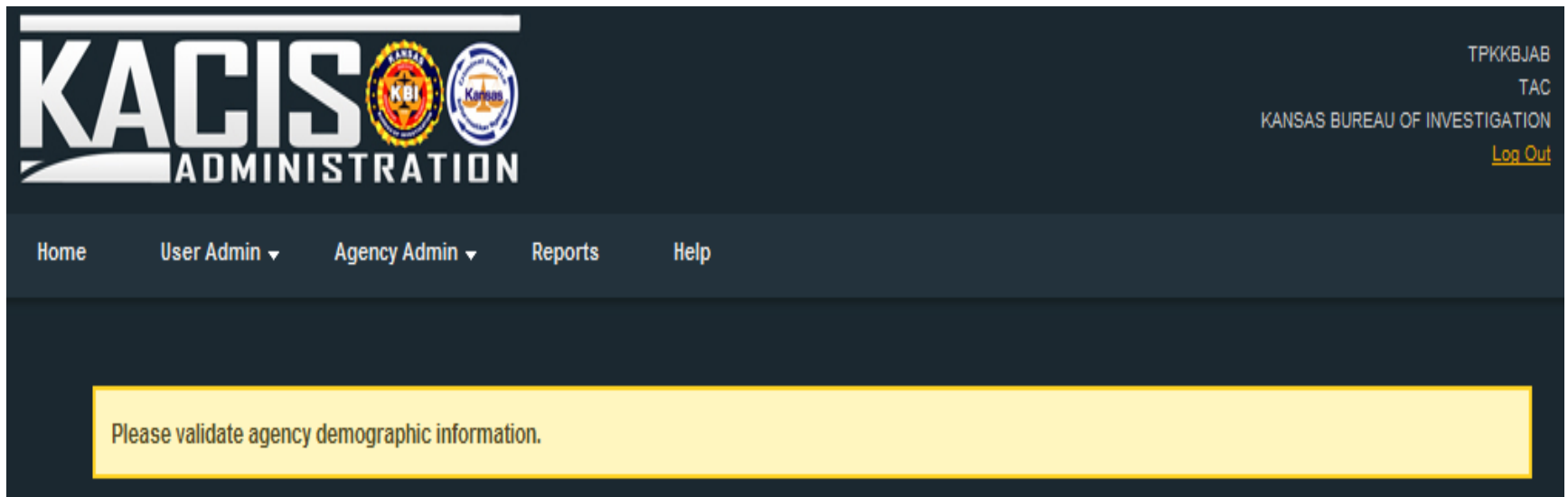
A screenshot of a web form titled "Search Agencies". It includes a legend: "* Indicates wild card search". The form has four sections: "ORI *" with an empty text input; "Agency Name" with a text input containing "TOPEKA POLICE DEPARTMENT"; "Type" with a dropdown menu set to "All"; and "Criminal Justice" with a dropdown menu set to "All".

By Agency Name
(Advanced Search)

AGENCY VALIDATIONS

**NOT TO BE CONFUSED WITH NCIC OR KANSAS HOT FILE
VALIDATIONS**

Validations of your agency's profile information are done through KACIS on an annual basis.

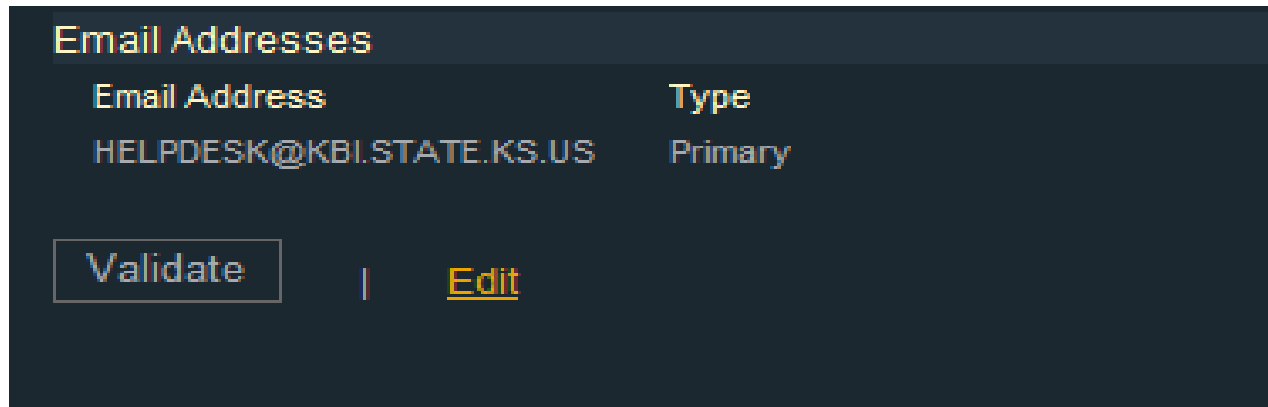


30-days before your agency validation is due, TACs will be presented with a reminder to validate the “agency demographic information”.

AGENCY VALIDATIONS

If changes need to be made, click “Edit” and make the changes.

Once you have updated any agency information click “Save”.



The screenshot displays a table titled "Email Addresses" with two columns: "Email Address" and "Type". A single row is visible with the email "HELPDESK@KBI.STATE.KS.US" and the type "Primary". Below the table, there is a "Validate" button and a yellow "Edit" link.

Email Address	Type
HELPDESK@KBI.STATE.KS.US	Primary

[Validate](#) | [Edit](#)

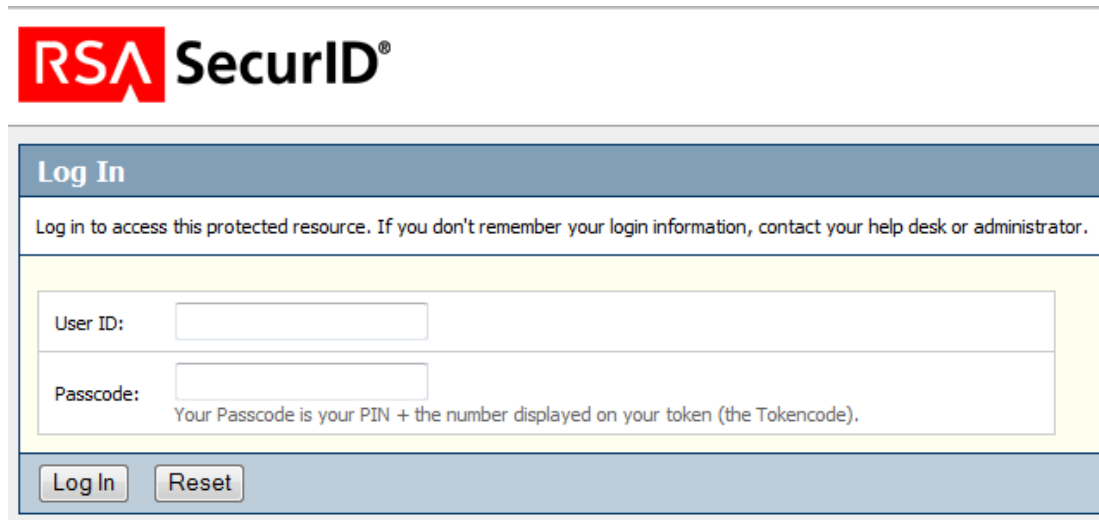
Once you are satisfied with the completeness and accuracy of your agency’s demographic information, click “Validate”.

If you reach the point where your agency validation is overdue, you will be required to complete this validation process before navigation to any other screen within KACIS will again be allowed.

KANSAS WARRANT FILE

For those agencies who wish to place their warrants into a system that serves only Kansas.

Log into : <http://ksmart.kcjis.state.ks.us/>





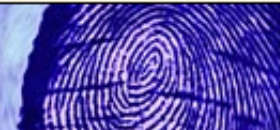
The image shows the RSA SecurID login interface. At the top is the RSA SecurID logo. Below it is a 'Log In' header. A message states: 'Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.' The login form has two input fields: 'User ID:' and 'Passcode:'. Below the 'Passcode:' field, a note reads: 'Your Passcode is your PIN + the number displayed on your token (the Tokencode)'. At the bottom of the form are two buttons: 'Log In' and 'Reset'.

Log in using your UserID and Passcode
(PIN followed by token number).

KANSAS WARRANT FILE

[Home](#) [Web Portal Administration](#)

**Kansas Criminal Justice Information System KCJIS**



Main

KIBRS

KIBRS Reports

WEB TAC Administration

KCJIS Web Portal

Warrant Views / Validation

LAW System Update

Message Switch

KCJIS Message Switch, Administration, Reporting Tools

KIBRS - Allows a user to access KIBRS (Kansas Incident Based Reporting System) data which has been submitted electronically.

KIBRS Reports - Allows a user to access Summary Crime Statistics (UCR Part 1 Crimes) and other reports derived from the KIBRS (Kansas Incident Based Reporting System) database.

WEB TAC Administration - Allows a TAC (Terminal Agency Coordinator) to query, modify and enter agency, terminal and user information.

KCJIS WEB Portal - Home

Warrant Views / Validation - Kansas Warrants Record Maintainance

Click “Warrant Views/Validation.”

KANSAS WARRANT FILE

This page will be displayed until you select a type of “Report” from the choices available from the drop down box.

Hot Files Query Submission Form

Report:

Warrants Pending Validation (5 days)
Warrants Pending Validation (30 days)
Warrants Active
Warrants Canceled
Warrants Cleared
Warrants Cleared By Other Agency
Warrants Purged
Warrants by Date of Entry

These are the available “Report” types.

KANSAS WARRANT FILE

Report:

Warrants Active ▼

- Warrants Pending Validation (5 days)
- Warrants Pending Validation (30 days)
- Warrants Active
- Warrants Canceled
- Warrants Cleared
- Warrants Cleared By Other Agency
- Warrants Purged
- Warrants by Date of Entry

For any report type other than the two pending validation reports, a search is limited to a maximum of a twelve month period.

The default is the twelve months prior to the date of the search.

Date:

DTE ▼ between 8/19/2013 and 8/19/2014

* All dates entered in query are calculated as 0:00 of the entered date.
* It is recommended that dates be entered in the format : MM/DD/YYYY

Records are retrieved by date of entry. To search all active records for your agency, you will need to conduct additional queries for each twelve month period back to the entry date of the oldest record maintained by your agency.

KANSAS WARRANT FILE

Hot Files Query Submission Form

Report:

Warrants Pending Validation (5 days) ▼

View Style:

Online Transaction Interface ▼

Fields:

Hide:

ORI
DTE
VLN
SPD
DOW
KIC
OCA
SNM
FNM
MNM
LNM
DOB
SCH ▼

Show:

<--No Fields Shown-->

Required Criteria

Location:

ORI ▼ Equals

Add Additional Criteria:

Field: Operator: Value:

DTE ▼ Is Equal To ▼ and N/A

Add Criteria

Additional Criteria List:

<--No Criteria Specified-->

Clear Criteria

Clear All Criteria

SUBMIT QUERY

Once you have selected a report type, you are then required to select the data you wish to display on the report by moving your preferences from the “Hide” column on the left to the “Show” column on the right.

KANSAS WARRANT FILE

You can highlight one data type and move it individually by use of the single arrow button or move the entire list by use of the double arrow.

The more data types moved to the show column, the larger the resulting report document will be.

Under “Location”
you must insert your ORI.

Report:
Warrants Pending Validation (5 days) ▼

View Style:
Online Transaction Interface ▼

Fields

Hide:		Show:
ORI		KIC
DTE	->	OCA
VLN		FNM
SPD		MNM
DOW	>>	LNM
SNM		
DOB		
SCH	<<	
SSE		
SS1		
SS2	<-	
SS3		
ARI		

Required Criteria

Location:
ORI ▼ Equals KS0850000

KANSAS WARRANT FILE

Continuing down the page...

No “Additional Criteria” is needed.

Note: Do not enter “dates” for the two pending validation related reports.

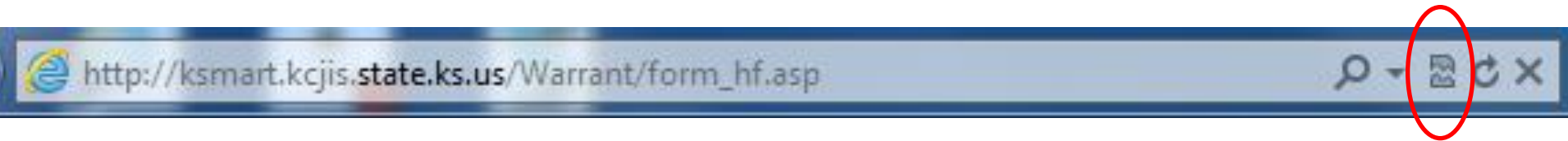
The screenshot shows a web interface for searching warrant files. It features a section titled "Add Additional Criteria:" with three input fields: "Field:" (containing "DTE"), "Operator:" (containing "Is Equal To"), and "Value:" (containing "and N/A"). Below these fields is an "Add Criteria" button. Underneath is a section titled "Additional Criteria List:" containing a text box with the text "<--No Criteria Specified-->". Below this list are two buttons: "Clear Criteria" and "Clear All Criteria". In the bottom right corner, there is a "SUBMIT QUERY" button, which is circled in red.

With the appropriate report type and data fields selected, click “Submit Query”.

KANSAS WARRANT FILE

If your search yields only a blank page, click on the “Compatibility View” icon at the top of the window...

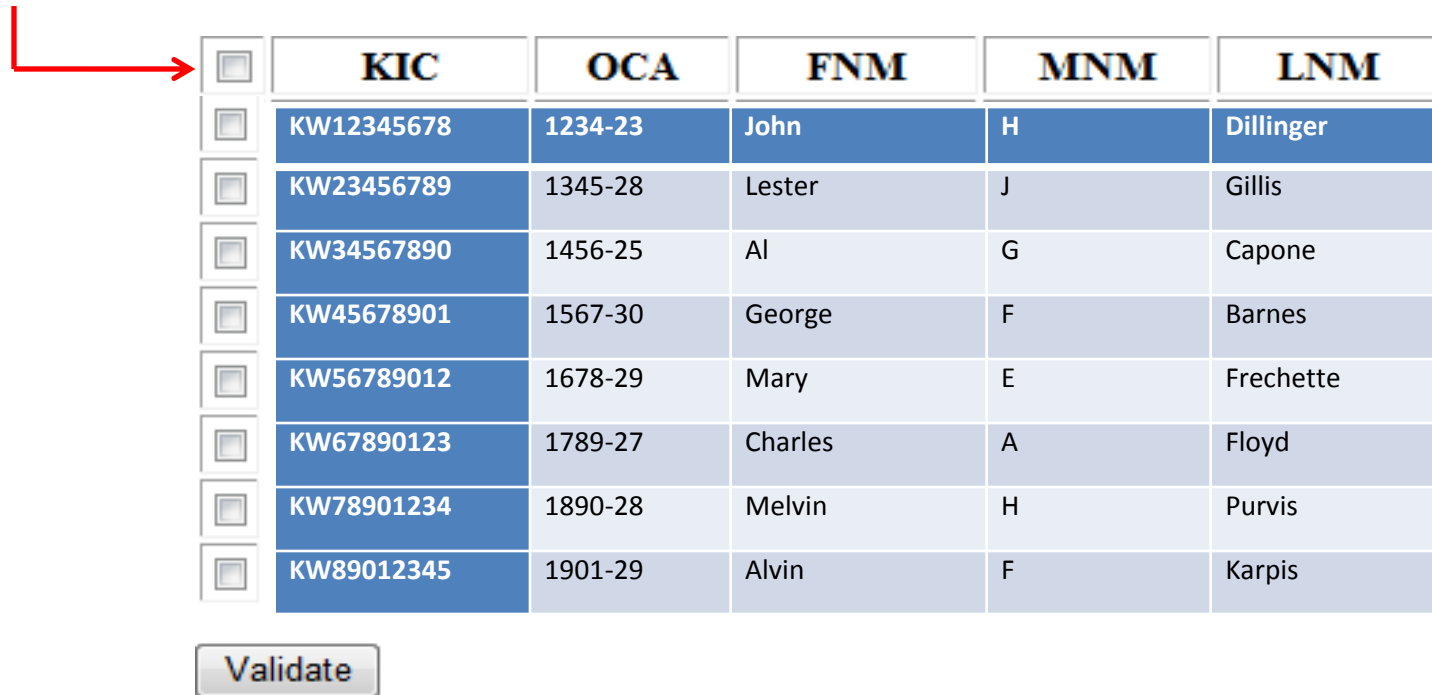
...and try the search again.



Depending on the version you are using, you may be required to go to tools and click on “Compatibility View.”

KANSAS WARRANT FILE

Checking the box on the header line will mark ALL records displayed as having been “validated.”



A red arrow points to the checkbox in the header row of the table. The table has six columns: KIC, OCA, FNM, MNM, and LNM. Below the table is a 'Validate' button.

<input type="checkbox"/>	KIC	OCA	FNM	MNM	LNМ
<input type="checkbox"/>	KW12345678	1234-23	John	H	Dillinger
<input type="checkbox"/>	KW23456789	1345-28	Lester	J	Gillis
<input type="checkbox"/>	KW34567890	1456-25	Al	G	Capone
<input type="checkbox"/>	KW45678901	1567-30	George	F	Barnes
<input type="checkbox"/>	KW56789012	1678-29	Mary	E	Frechette
<input type="checkbox"/>	KW67890123	1789-27	Charles	A	Floyd
<input type="checkbox"/>	KW78901234	1890-28	Melvin	H	Purvis
<input type="checkbox"/>	KW89012345	1901-29	Alvin	F	Karpis

Otherwise, you may mark each record individually as the validation process is completed, and conclude by clicking the “Validate” button.

When record(s) have been validated, the system automatically inserts the validator’s UserID and the date of validation into the record.

KANSAS WARRANT FILE

- The validation schedule requires all records in the file be validated annually to ensure that the warrant is still active and that the information contained within the record is complete and accurate.
- Each day at 23:59 hours, the system will check the Kansas Warrant File for any record(s) approaching a validation date.
- Eleven months after the date of entry, your agency will automatically receive a validation notice.

KANSAS WARRANT FILE

- Your agency will receive additional validation notices 25, 15, 10, and 5 days prior to purge.
- The system will then automatically purge the non-validated records and your agency will receive a purge notification message.
- These notification messages will be delivered to the entering agency's primary terminal.

KANSAS WARRANT FILE

Only one notification message is sent to an agency, regardless of the number of warrants that have been purged or require validation.

Example of a validation notification message with one purged record, one record that will be purged within 5 days if not validated, and one record that will be purged if not validated within 30 days:*

```
--HOTFILES VALIDATION--  
$.KANSAS.WARRANT.VALIDATION  
ORI/YOURORI  
  
DATE: 20020509  
  
YOUR AGENCY HAS (1) WARRANT RECORDS THAT HAVE BEEN PURGED DUE  
TO LACK OF VALIDATION.  
YOUR AGENCY HAS (1) WARRANT RECORDS WHICH REQUIRE VALIDATION  
WITHIN 5 DAYS.  
YOUR AGENCY HAS (2) WARRANT RECORDS WHICH REQUIRE VALIDATION  
WITHIN 30 DAYS.  
  
OBTAIN A LIST OF RECORDS PURGED AND RECORDS REQUIRING VALIDATION  
FROM: http://ksmart.kcjis.state.ks.us  
--END--
```

*The 30-day count also includes records that require validation within 5 days.

The notification will only reference the “number” of records to be validated.

The notification message will only advise you to obtain the appropriate records from the “ksmart” website to begin the validation process.

KANSAS WARRANT FILE

A “Validation Worksheet” must be completed for each Kansas Warrant File record validated in order to document the actual steps taken/contacts made in completing the validation process.

<u>Validation Worksheet for NCIC or KIC</u>					
Date: _____		NIC: _____		KIC: _____ OCA: _____	
Officer/Clerk making report: _____					
Officer/Detective assigned to case: _____					
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the original documentation in the case file?			
		The supporting document(s) include: (check appropriate one)			
		<input type="checkbox"/> Wanted Persons: Original Warrant			
		<input type="checkbox"/> PFA/Restraining/Stalking Order: Court Order			
		<input type="checkbox"/> Missing Persons: Missing Persons Report			
		<input type="checkbox"/> Vehicles, Boats, Guns, etc... Report/Documentation			
		<input type="checkbox"/> Sex Offenders			
<input type="checkbox"/>	<input type="checkbox"/>	2. Packing the Record: Was an attempt made to fill all possible fields of entry made?			
		Yes	No	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/> DMV Requests	<input type="checkbox"/>	<input type="checkbox"/> Response in file?
		<input type="checkbox"/>	<input type="checkbox"/> III Requests	<input type="checkbox"/>	<input type="checkbox"/> Response in file?
		<input type="checkbox"/>	<input type="checkbox"/> KBI Requests	<input type="checkbox"/>	<input type="checkbox"/> Response in file?
<input type="checkbox"/>	<input type="checkbox"/>	3. Accuracy: Do all fields in the entry match the documents on which the entry is based?			

<u>Making Contact to Determine if this Entry is Still Being Actively Pursued</u>	
Wanted Persons: You must contact the court issuing the warrant to determine that the warrant is still current and the DA's office to determine if extradition is authorized.	
The _____ Court/Sheriff's Office was contacted on (date): _____	
The warrant <input type="checkbox"/> is <input type="checkbox"/> is not valid.	
The court was contacted on (date) _____	
Extradition/Transportation, full or limited, <input type="checkbox"/> is <input type="checkbox"/> is not authorized.	
Date of last registry: _____	
PFA/Restraining/Stalking Order: You must contact the court issuing the warrant to determine that the order is still	

The worksheet documenting the most recently completed validation process must be retained in the related case file.

TERMS AND CONDITIONS



Welcome to the KCJIS Web Portal

This is a secure web site for use by authorized criminal justice users. Data obtained through this site is restricted and controlled by Kansas and federal laws. All transactions are logged by user identification and subject to audit. Unlawful use of data may result in agency sanctions and/ or criminal penalties.

In using the KCJIS web site, I understand and agree to:

- Properly tender my user ID and password to access the system.
- Accurately identify the purpose for access to restricted files.
- Only use the information I receive for the purpose stated.
- Restrict information sharing to criminal justice professionals with a need to know.
- Never allow unauthorized persons to view the web site or the data therein.
- Never release data from the web site to any unauthorized persons or agencies.

By logging in to the KCJIS system, you are agreeing to all terms and conditions as stated above.



User ID

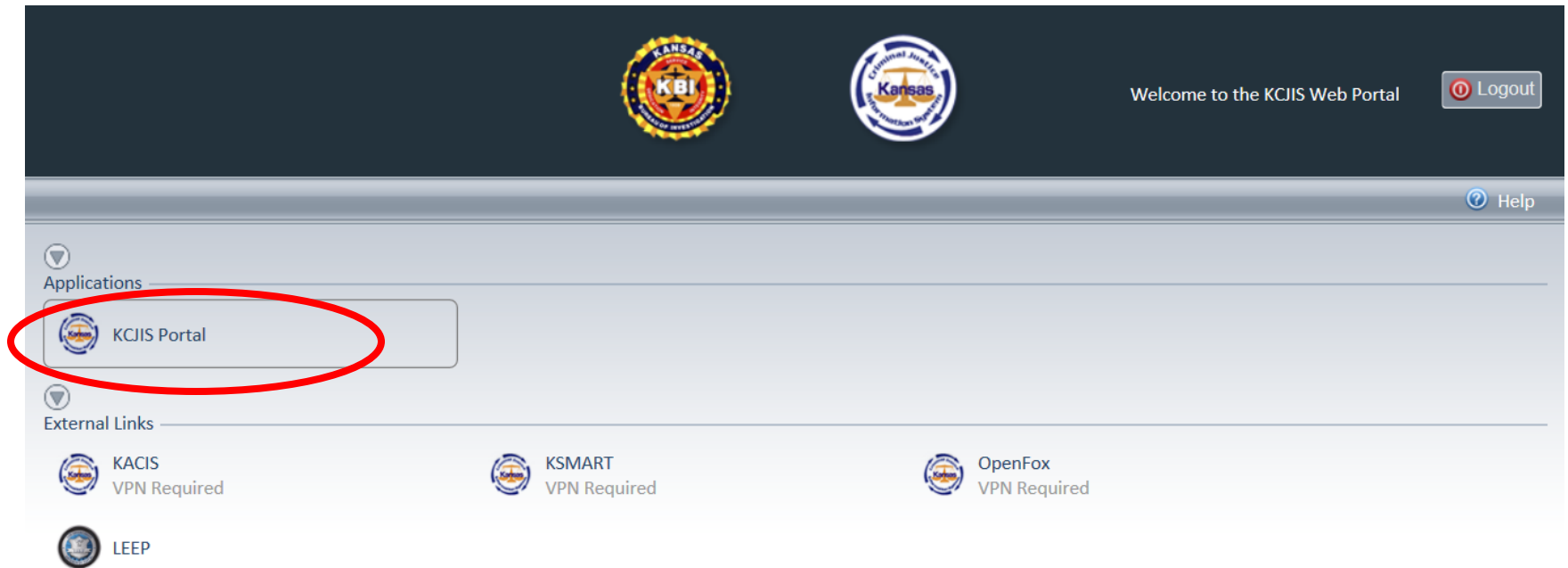
Passcode

Please choose authentication type

- ☐ Token
☐ Password

Login

Additional menu options on the KCJIS Portal



“Home” page default

Home

Information

Access Requests and TAC Info

Forms

Amber Alert

FAQ

Suggestion Box

Logout

Applications

Master Search

Offender Summary

Alert Manager

Kansas Message Switch

Kansas Intelligence System (KIS)

LPR Downloads

KSMART

KACIS

LIMS Casework Prelog

Searches

Vehicle Registration

DL Photo

KIBRS Views

Missing Persons

About

About KCJIS

Help

Contact Help Desk

Kansas Criminal Justice Information System

KCJIS News

There are currently no active announcements.
(More Announcements...)

KCJIS News: select “more announcements” for Help Desk updates

Events and Training

January, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Current Bulletins

No documents or links available.

FAQ

There are currently no active announcements.
(More Announcements...)

Current bulletins: Officer Safety & Law Enforcement Safety bulletins
FAQ: Frequently asked questions are selected and showcased

FAQ

Kansas Criminal Justice



Information System

Home Information Access Requests and TAC Info Forms Amber Alert **FAQ** Suggestion Box Logout

- Applications
- Master Search
- Offender Summary
- Alert Manager
- Kansas Message Switch
- Kansas Intelligence System (KIS)
- LPR Downloads
- KSMART
- KACIS
- LIMS Casework Prelog
- Searches
- Vehicle Registration
- DL Photo
- KIBRS Views
- Missing Persons
- About
- About KCJIS
- Help
- Contact Help Desk



<input type="checkbox"/> Question	Answer	Expires	Recent	Created	Created By
<input type="checkbox"/> KCJIS Web Portal	CHANGES TO THE KCJIS WEB PORTAL THAT ARE SCHEDULED FOR SUNDAY NOVEMBER 15TH HAVE BEEN POSTPONED. PLEASE CONTINUE USING YOUR EXISTING LINKS AND ADDRESSES TO ACCESS THE PORTAL FOR THE TIME BEING. ADDITIONAL INFORMATION WILL BE FORTHCOMING WHEN THE UPDATE HAS BEEN RESCHEDULED.	11/16/2015	Yes	11/14/2015 12:52 AM	KIRK WAYMIRE
How old are the FAQ's posted on the KCJIS Web Portal?	The FAQ's are reviewed on a monthly basis. Any outdated information will either be corrected or removed completely from the FAQ list. 7/30/2014	8/1/2015	Yes	8/1/2014 4:58 AM	DAMON ZUNIGA
Who do I contact for future training on the CPI software?	The KHP is responsible for all KCJIS training. The KBI Help Desk will also continue training sessions at the annual KCJIS Conferences. 10/23/13	8/1/2015	Yes	8/1/2014 4:58 AM	DAMON ZUNIGA
When will KCJIS Conference information be made available?	The conference typically starts the first or second weekend in June. The KCJIS Committee begins making announcements in March, and the final schedule is usually posted the early part of May. Watch the KCJIS newsletter, KCJIS Web Portal and Administrative messages in OpenFox for announcements. 10/23/13	8/1/2015	Yes	8/1/2014 4:58 AM	DAMON ZUNIGA
How do I request changes to responses in OpenFox?	Take your request to the KCJIS user group meetings, held monthly at the KBI building in Topeka or submit an e-mail to HelpDesk@kbi.state.ks.us and include that you would like your request to be added to the agenda for the next KCJIS user group meeting. 10/23/13	8/1/2015	Yes	8/1/2014 4:57 AM	DAMON ZUNIGA
How are users added to the CJIS Launch Pad?	Agency Administrators and TACs can follow these directions to add users to the CJIS Launch Pad: 1. In a web browser, go to https://cjisaudit.khp.ks.gov/launchpad/index.pl . 2. Click on the link for 'nexTEST'. 3. Click on the link for 'Agency Login' and sign in. 4. Click on the link for 'User Management'. 5. Click on the link to 'Add User'. 6. Enter the user's information. a. Assign the user ID and password. The Launch Pad user ID should be set the same as the user's KCJIS user ID. b. For the certification level, choose the option 'Awaiting Training'. The agency administrator or TAC will need to notify their KHP Auditor of the new user. The KHP Auditor will set the appropriate certification level. c. The checkbox for 'CJIS Security and Awareness' will need to be checked. 7. Click 'Submit'. The Agency Administrator or TAC will then give the user their login credentials to the CJIS Launch Pad. The user can then log into the Launch Pad. 1/16/2012	8/1/2015	Yes	8/1/2014 4:57 AM	DAMON ZUNIGA
Can all KCJIS users be granted access to the CJIS Launchpad to view training manuals and other resources?	Yes, any KCJIS user with a KCJIS user ID can log into the CJIS Launchpad with that user ID. An agency TAC or administrator can grant that access to any user in their agency. 1/16/2012	8/1/2015	Yes	8/1/2014 4:52 AM	DAMON ZUNIGA
Can computers with 64-bit Windows versions be used on the KCJIS network?	Yes, it is now available and located on the KCJIS Web Portal at https://www.kcjis.state.ks.us/information/audit/KCJISSR.zip . 12/6/2012	8/1/2015	Yes	8/1/2014 4:50 AM	DAMON ZUNIGA
Where can I find a snapshot of the KCJIS Conference?	KCJIS post-conference information and presentations are not currently posted anywhere. 9/3/2009	8/1/2015	Yes	8/1/2014 4:49 AM	DAMON ZUNIGA
Can I attend the monthly KCJIS Committee meetings?	Yes. The KCJIS Committee meetings are held the second Monday of each month and these are open meetings to the public. Meetings are usually at the Office of Judicial Administration in Topeka. Contact Gordon Lansford (Gordon.lansford@da.ks.gov) for more information. 12/16/2012	8/1/2015	Yes	8/1/2014 4:49 AM	DAMON ZUNIGA

Applications

“Master Search”

Kansas Criminal Justice Information System

Home Information Access Requests and TAC Info Forms Amber Alert FAQ Suggestion Box Logout

Applications
Master Search
Offender Summary
Alert Manager
Kansas Message Switch
Kansas Intelligence System (KIS)
LPR Downloads
KSMART
KACIS
LIMS Casework Prelog

Searches
Vehicle Registration
DL Photo
KIBRS Views
Missing Persons

Select Search Type

Simple Search
Advanced Search

KCJIS is Maintained by the Kansas Bureau of Investigation
01/08/2016 9:54:49 AM
User:KANHPAM2 Agency:
Data Requested for:

Back Top New Search

Simple and Advanced Search Data Sources:

CRASH	OFFENDER REGISTRATION	DRIVER
MISDEAMENOR WARRANTS	CORRECTIONS	KIBRS
VEH REGISTRATION/TITLE	eCITATION	
CCH	BOLO	

Simple Search

...by keyword only.

SEARCH

Simple Search allows letters, numbers, spaces, periods, hyphens and apostrophes. It will not search strictly numerical fields in any data source (Date of Birth, for example). Please use the Advanced Search for querying numerical data.

Search for Driver's License Info is restricted to DL number, Person's Name and DOB.

Search Purpose:

Search Initiated For:

Keywords:

Search Entity: ☐ All Entities ☒ Person ☐ Vehicle ☐ Event

DATA SOURCES

<input checked="" type="checkbox"/> All Data Sources	<input checked="" type="checkbox"/> CCH	<input checked="" type="checkbox"/> KIBRS
<input type="checkbox"/> CRASH	<input type="checkbox"/> Offender Registration	<input type="checkbox"/> BOLO
<input type="checkbox"/> Misdemeanor Warrants	<input type="checkbox"/> Corrections	<input type="checkbox"/> Driver
<input type="checkbox"/> Vehicle Registration/Title	<input type="checkbox"/> eCitation	

Complete the following:

- Search Purpose - criminal investigation, NICS check or CJ employment
- Enter keyword(s) – subject to some restrictions
- Search Entity - defaults to person automatically
- Data Source – chosen for you based on the search purpose

Simple Search

...by keyword only.

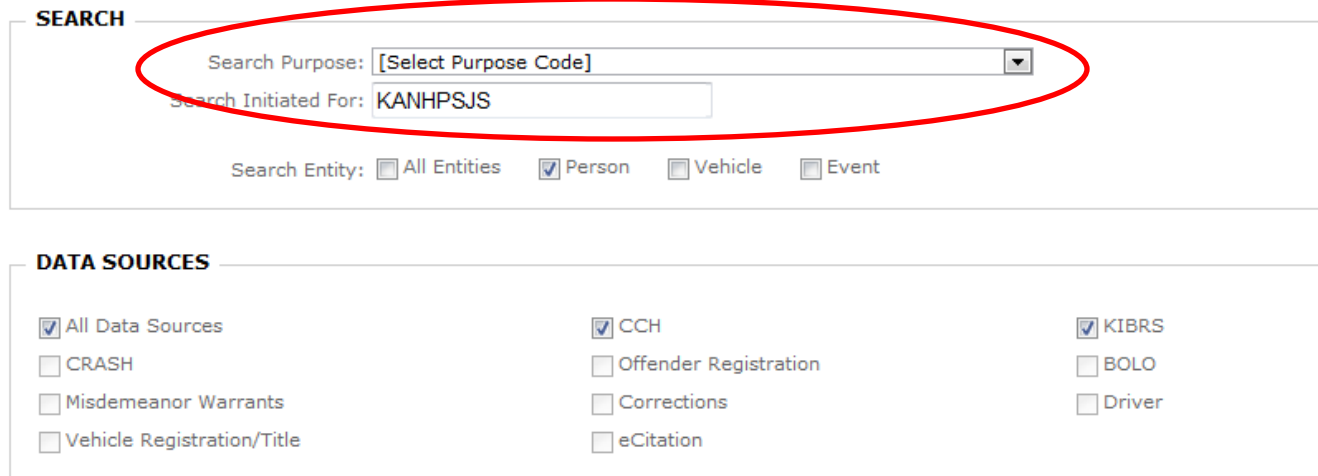
Keywords:

- Will search **for keyword(s) only** in the text fields.
- **Will not** search by only DOB
- A DL, SID, and FBI/UCN number are searchable as they contain alphabetic characters.

Advanced Search

Complete the following:

- Search Purpose: criminal investigation, NICS check or CJ employment.
- Search Initiated for: defaulted to UserID-change to requestor (if applicable).
- Verify entity.
- Verify data source information.



SEARCH

Search Purpose: [Select Purpose Code] ▼

Search Initiated For: KANHPSJS

Search Entity: ☐ All Entities ☒ Person ☐ Vehicle ☐ Event

DATA SOURCES

<input checked="" type="checkbox"/> All Data Sources	<input checked="" type="checkbox"/> CCH	<input checked="" type="checkbox"/> KIBRS
<input type="checkbox"/> CRASH	<input type="checkbox"/> Offender Registration	<input type="checkbox"/> BOLO
<input type="checkbox"/> Misdemeanor Warrants	<input type="checkbox"/> Corrections	<input type="checkbox"/> Driver
<input type="checkbox"/> Vehicle Registration/Title	<input type="checkbox"/> eCitation	

Advanced Search

NOTES:

Please complete at least one C1 field, two C2 fields or three C3 fields to execute a valid Advanced Search.

The wildcard character (*) can only be included at the end of a phrase. e.g. "Abc *". Wildcards can ONLY be used in the First Name, Middle Name, Last Name, Plate Number and VIN search fields.

Wildcards are NOT supported when performing Soundex and Nickname searches.

All of the search fields listed below will not be found in all data sources listed above. If a search includes a field not found in a particular data source it will exclude that data source from that particular search.

Search for Driver's License Info is restricted to DL number, Person's Name and DOB.

DEMOGRAPHICS

Last Name:

First Name:

Middle Name:

Date of Birth:

Sex:

Eye Color:

Hair Color:

City:

County of Residence:

Age: Years

Weight: lbs

Height: ft in

Race:

SMT:

☐ Soundex Search (First and Last Name)

☐ Nickname Search (First, Middle and Last Name)

☒ None

Although multiple data fields are available, it is strongly recommended that searches be conducted with minimal identifiers to decrease the potential of bypassing additional records associated with the individual.

Advanced Search

EVENTS

Incident#: C1

Agency:

Incident Time From: Calendar Icon Clock Icon

Incident Time To: Calendar Icon Clock Icon

Court/Pros Case#: C1

Agency:

Docket#: C1

Agency:

LE Case#: C1

Agency:

Booking#: C1

Agency:

VEHICLE REGISTRATION

Plate #: C1

Plate Year:

Plate Type:

Registration County:

Plate State:

VEHICLE

VIN: C1

Make: C3

Model: C3

Style: C3

Type: C3

Color: C3

Year: C3

+/- Years:



Clicking clear will clear all (including purpose and search initiated for).

Name Search

SEARCH CRITERIA

Time of Search:09/18/2015 14:53:07.697

Purpose Code: KC

User ORI: KSKBI0000

User ID: TPKKBVLR

Initiated For: TPKKBVLR

Keyword: gone fishin

Data Sources: CCH,KIBRS,Crash,ROR,BOLO,War,Cor,KDOR-DRV,KDOR-VEH,

PERSON CANDIDATE LIST

[Submit DNA Sample](#) (Use if your specific candidate CCH Result is not found)

Show: ☒ Demographics Fields ☐ Unique Identifiers

Persons													
Aliases	Source	DOBs	Age	Hair Color	Eye Color	Height	Weight	Race	Ethnicity	Gender	Person Type	DNA on File	Add To Summary
FISHIN, GONE	KIBRS	12/10/1941			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHIN, GONE	CCH	06/17/1950			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHIN, GONE AWAY	KDOR-DRV	12/10/1941			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHIN, GONE AWAY	CCH	06/17/1950			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHIN, HELEN	WAR	12/10/1941			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHIN, HELEN	CRASH	06/17/1950			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHMAN, BEN	ROR	12/10/1941			GRN	68	150	W		M		Submit	<input type="checkbox"/>
FISHMAN, BEN	CCH	06/17/1950			GRN	68	150	W		M		Submit	<input type="checkbox"/>
HUNTING, GONE	CCH	12/10/1941			GRN	68	150	W		M		Submit	<input type="checkbox"/>
HUNTING, GONE	KIBRS	06/17/1950			GRN	68	150	W		M		Submit	<input type="checkbox"/>

Sources: KIBRS, CCH, DOC, ROR, KDOR-DRV, KDOR-VEH, BOLO, Warrant
(Click the “source” link to view more detailed information.)

Vehicle Search

VEHICLE REGISTRATION

c1

VEHICLE

c1

Searches can be performed in several different ways.

Additional information:

- At least two must be included for a demographic search:
 - ❖ Last Name
 - ❖ First Name
 - ❖ Middle Name
 - ❖ Date of Birth
- Responses are limited to 250 records.
- The wildcard symbol, asterisk (*), can only be included at the end of a phrase Ex. ABC*. Wildcards can only be used with First Name, Middle Name, Last Name, Plate Number and VIN search fields.

Additional information:

- Special Search Features: The soundex and nickname radio buttons must be selected to turn either of these features on. Soundex will find “John” when a user submits “Jon.” Nickname adds the ability to search names in the nickname field of a given record.
- Wildcards are not supported when performing Soundex and Nickname searches.

Master Search: Vehicle Registration

- Vehicle Registration searches only query the KDOR – DMV database. Vehicle Registration searches use the C1 search parameter. The Plate # field must be populated to successfully query the database. All other data sources must be queried via the Vehicle section.

VEHICLE REGISTRATION

Plate #: ^{c1} Plate Year:

Plate Type: Registration County:

Plate State:

Master Search: Vehicle

Vehicle searches use the C3 search parameter. At least three of the following fields must be populated for a successful search:

- Make
- Model
- Style
- Type
- Color
- Year
- VIN*

VEHICLE

VIN: C1

Make: C3 Model: C3

Style: C3 Type: C3

Color: C3

Year: C3 +/- Years:

*The exception to the C3 search parameter is the VIN field. If only the VIN is sent, then you will have a successful return.

Offender Summary

OFFENDER SUMMARY VIEW

Folder Name: dbf04401-5b1c-4a7d-9ad2-5022e98ff1ce_Troy_Boyd_
Descriptive Name: Troy_Boyd_

Show For All Lists: Active Only

SAVED SEARCHES

* Select a Driver History and/or CCH record to generate a Summary Report.

Saved Searches						
*	Source	ReferenceID	Searched Values	Notes	Date Modified	Archive
<input checked="" type="checkbox"/>	CCH	144894e3-bd25-4f01-8c77-6c7a2cd4b9b5	pp=KC;sf=KANHPSJS;ln=BOYD;fn=TR	Troy Boyd - Enterprise (Dickinson C	08/18/2014 11:06:39	
Page 1 of 1					20	View 1 - 1 of 1

Generate Summary Report

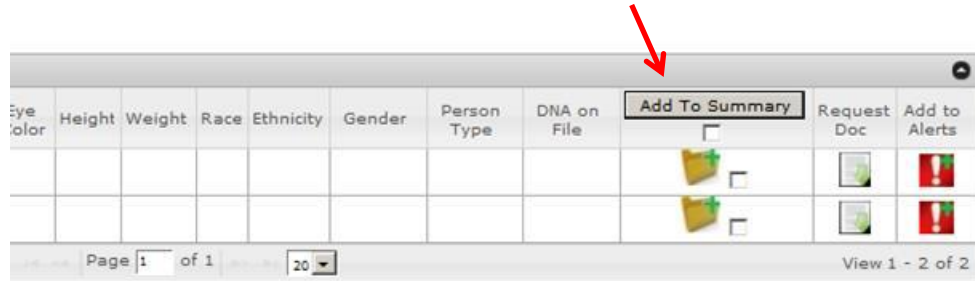
SUMMARY REPORT

SummaryReports			
ReportDateTime	Searched Values	ReferenceID	Archive
08/18/2014 11:09:06	CCH: pp=KC;sf=KANHPSJS;ln=BOYD;fn=TROY;mn=WAYNE;	CCH: 144894e3-bd25-4f01-8c77-6c7a2cd4b9b5;	
Page 1 of 1			

- The Offender Summary provides a printable, abstract record of the information maintained by the KBI on a specific individual.
- It contains data that is limited to:
 - ❖ Convictions
 - ❖ Diversions
 - ❖ Expunged Convictions
 - ❖ Driving Record

Offender Summary

- To access the information, you must first search for the individual in the Master Search.
- Once located, select the “Add to Summary” option to select a folder within your Offender Summary where you would like the record to be added. You will need to name the folder.



- It will now be available to you through the *Offender Summary* section of the KCJIS Web Portal and a report with the most up-to-date information available may be generated by selecting the *Generate Summary Report* Option (after clicking on *CCH* or *Driver History* box).
- Once it is created you can access it by clicking on the link in the “Summary Report” section.

Alert Manager

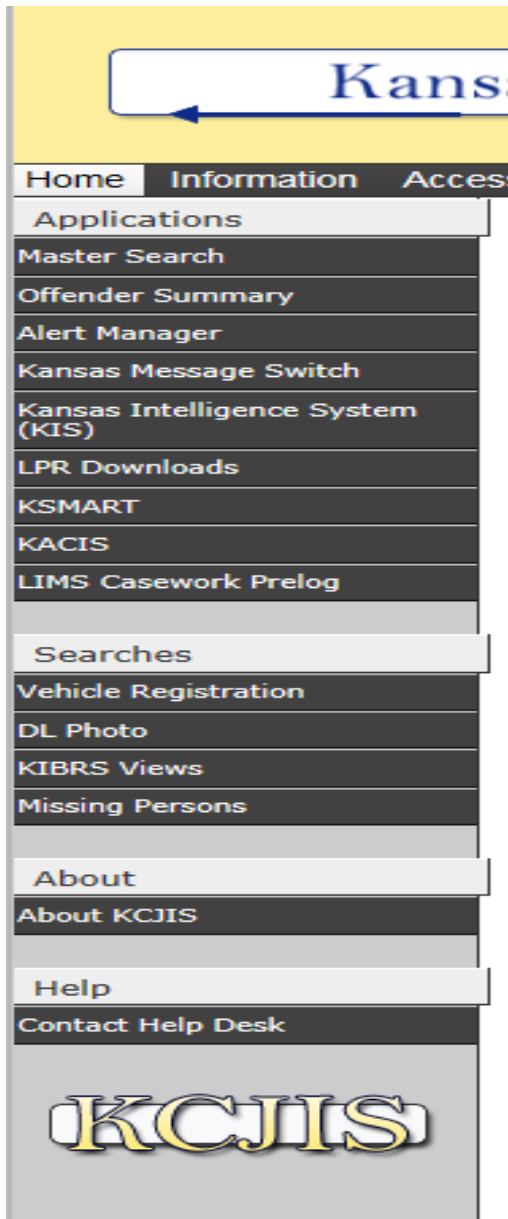
NOTIFICATION ALERT LIST

Alerts								
View	Name	Status	Frequency	Expiration Date	Last Alert Date	Last Crawl Date	Create Date	Delete
View	Spiker, Alexandria	Idle	Daily	11/19/2014			08/18/2014	Delete
Page 1 of 1 20 View 1 - 1 of 1								

KCJIS Portal users have the option of subscribing to receive alerts on a specific individual's criminal record whenever an update, such as an addition or deletion, is made to the record. Users will also receive an alert when a search is conducted on the individual's record.

To add an alert to your *Alert Manager* on a specific individual, you must first conduct an Advanced Search, then select the *Add to Alerts* option next to that person's CCH record. You will be able to give the alert a title, choose the frequency of the alert (daily or weekly), select an expiration date, as well as select additional alert sources. Once added, each alert will be available to you in the *Alert Manager* section of the KCJIS Web Portal. **Your KACIS profile must be populated with an email address to receive these email alerts.**

Applications



→ CPI/OpenFox Launch page

→ Enter KIS or KIS Training

Kansas Intelligence System (KIS)

- Access to this system is restricted to authorized and trained personnel. By attempting to access KIS you are certifying that you have been trained in the use of the KIS system, as well as all federal, state and local laws and regulations pertaining to criminal intelligence (including 28 CFR part 23). Unauthorized or unlawful access is prohibited.
- KCJIS secure VPN or specific configuration of your agency firewall is required to access this service.
- If you do not have access to or training on KIS you may contact the KIS Administrator at (785) 296-8306 to learn more.

LPR Downloads

Home Information Access Requests and TAC Info Forms Amber Alert FAQ Suggestion Box

Applications

Master Search

Offender Summary

Alert Manager

Kansas Message Switch

Kansas Intelligence System (KIS)

LPR Downloads

KSMART

KACIS

LIMS Casework Prelog

Searches

Vehicle Registration

DL Photo

KIBRS Views

Missing Persons

About

About KCJIS

Help

Contact Help Desk

KCJIS

License Plate Reader Downloads (Updated Daily)

For details on usage of License Plate Reader files, please read the [KCJIS LPR File Usage](#) document.

- FBI NCIC File (Original Format)
- FBI NCIC File (KCJIS Format)
- Kansas BOLO File
- Kansas Warrants File
- Kansas Registered Offender File

Custom License Plate Reader File

A file containing a specific selection of information types can be created here. Please select the types of information to be included in the file:

<input type="checkbox"/> Kansas Be On The Lookout(KSBOLO)	<input type="checkbox"/> NCIC Missing Persons(NCICM)	<input type="checkbox"/> NCIC Vehicle(NCICV)
<input type="checkbox"/> Kansas Registered Offender(KSRO)	<input type="checkbox"/> NCIC Immigration Violators(NCICN)	<input type="checkbox"/> NCIC Wanted Persons(NCICW)
<input type="checkbox"/> Kansas Warrants Wanted Person(KSWP)	<input type="checkbox"/> NCIC License Plates(NCICP)	<input type="checkbox"/> NCIC Sex Offender(NCICX)
<input type="checkbox"/> NCIC Supervised Release(NCICC)	<input type="checkbox"/> NCIC CPIC RECORDS(NCICR)	<input type="checkbox"/> NCIC Gang Members(NCICZ)
<input type="checkbox"/> NCIC Protection Order(NCICH)	<input type="checkbox"/> NCIC KST (Terrorist) Records(NCICT)	

[Download](#)

KCJIS is Maintained by the Kansas Bureau of Investigation

01/08/2016 10:08:09 AM

User:KANHPAM2 Agency: Data Requested for:

[Back](#) [Top](#) [New Search](#)

This section of the KCJIS Web Portal also provides the flexibility of a custom LPR file. A file containing a specific selection of information types can be created. Simply mark the box next to the type of information to be included in the file. Then, click the download button to execute the custom file selected.

LPR Downloads

License Plate Reader Downloads (Updated Daily)

For details on usage of License Plate Reader files, please read the [KCJIS LPR File Usage](#) document.

- [FBI NCIC File \(Original Format\)](#)
- [FBI NCIC File \(KCJIS Format\)](#)
- [Kansas BOLO File](#)
- [Kansas Warrants File](#)
- [Kansas Registered Offender File](#)

- KCJIS provides four files that may be downloaded for License Plate Reader devices. The files are updated twice daily between 12-8 AM and again between 12-4 PM.
- **Note: Before taking any action on an LPR ‘hit’, agencies are advised to run the tag against Kansas or NCIC sources as appropriate to ensure they are working with the most current information.**

Applications


Home	Information	Access
Applications		
Master Search		
Offender Summary		
Alert Manager		
Kansas Message Switch		
Kansas Intelligence System (KIS)		
LPR Downloads		
KSMART		
KACIS		
LIMS Casework Prelog		
Searches		
Vehicle Registration		
DL Photo		
KIBRS Views		
Missing Persons		
About		
About KCJIS		
Help		
Contact Help Desk		

KSMART: This menu item is a link to the KSMART website.


KACIS: This menu item is a link to the KACIS website.

SEARCHES

Searches
Vehicle Registration
DL Photo
KIBRS Views
Missing Persons



VEHICLE REGISTRATION: This search is tailored to vehicle search that provides the user with more flexibility such as searching for a single field versus requiring two fields as in the *Advanced Search*.



DL PHOTO: Provides users a picture ID that is associated with a DL.

Vehicle Registration Search

Search Initiated For:

Select an Identifier

Begin Search

Last Name:

First Name:

Middle Name:

Doing Business as:

Name Type:

Date of Birth:

Address:

City:

State:

Zip Code:

Vehicle Color:

Vehicle Make:

Vehicle Year:

Vehicle Model:

Fuel Type:

Vehicle Style:

Plate Number:

Plate Type:

Registration County:

Plate State:

Plate Year:

☐ Include Inactive Plates

Renewal Sticker No:

Renewal Sticker Year:

Vehicle Registration No:

Handicap Placard ID:

Begin Search

Clear

Able to search inactive plates

DRIVERS LICENSE PHOTO SEARCH

Driver's license photos are provided to KCJIS by the Kansas Department of Revenue (KDOR). KDOR, Division of Vehicles, Driver Licensing, has indicated the drivers license photo system could contain up to a 4% error factor. Of that 4%, 3% represent missing photos, and 1% represent photo errors.

SEARCH DL PHOTO

Choose a Purpose: [Choose a Purpose Code] ▼

Search Conducted For: KANHPSJS

SEARCH BY DL NUMBER

Enter a DL Number:

Submit

Clear

OR

SEARCH BY NAME

Last Name:

First Name:

Submit

Clear

Must choose a purpose:

KC-Criminal Investigation

KE-Non-CJ Employment/Licensing (KBI-only)

KF-NICS Checks

KJ-CJ Employment with Law Enforcement Agency

KQ-Security Guard/Patrol Employment

Drivers License Photo Search

Drivers License Photo Search								
DL Number	First Name	Middle Name	Last Name	Sex	DOB	Height	Weight	Eye Color

Any multiple listings simply indicate more than one DL record and therefore more than one photograph is possible for the specified individual.

Drivers License Photo Search

[Back to Drivers License Search form](#)

Please run a ZQ90 to obtain and confirm current DL status and address information.

Data provided from KDOR/DMV for the DL Photo search does not provide a means for verifying current address or DL status.

DL Number	Person Name	Sex	DOB	Height	Weight	Eye Color
K03261739	DOE, JOHN	M	04/06/1981	61	121	Brown

License Type: Regular DL	Permit Type:	Expiration Date: 03/20/2018
DL Class: C	CDL Class:	
DL Status: Valid	CDL Status:	
MTR Class:		
Address: 123 ST, SALINA, KS, 67401		

Photo(s)



Image of DOE, JOHN issued on 10/03/2011

Example of a test entry on John Doe

To obtain and confirm current status of a Drivers License and other related information you must run a DL inquiry through OpenFox.

KIBRS Views

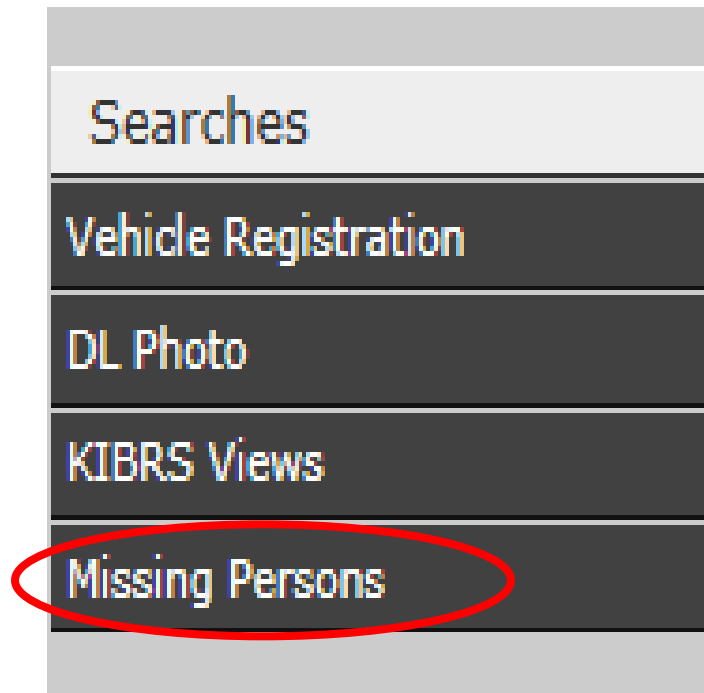
This menu item is simply a link to the *KIBRS Views* website. Access to the *KIBRS Views* website is limited to law enforcement personnel with an active token and permissions granted by contacting the Incident Based Reporting Section at KBI. KIBRS Views is designed as an investigative tool that allows queries to be conducted based on the following: Drug Offense, Offense Code (for crimes against persons), Property Classification, Suspect/Victim/Arrestee Name, Suspect Vehicle Description, Type of Force/Weapon, Zip code/City and State.

DNA Databank

To determine if DNA is on file for a particular individual you will now be required to complete an Advanced Master Search as described previously. In the resulting table of responses find the column entitled 'DNA on File'. It will describe whether DNA is on file or if DNA needs to be collected. The link to prelog is found by clicking 'submit' inside the table or by clicking the highlighted [submit DNA sample](#) above the table on the left side.

[illegible]

Missing Persons





User kanhpsjs is not authorized to access KCJIS Web Portal. /information/missingpersons/
Please contact your Terminal Agency Coordinator (TAC) to gain authorization.
Thank you!

A TAC should contact KBI to achieve the authorized access for any users to this area.

Missing Persons

Should take you here (after you receive access from KBI) ...

**Kansas Criminal Justice Information System** **KCJIS**

Services:

KDHE Missing Person Query Form

Search by:
NCIC Identification Number:

Search by:
Last Name: **First Name:** **Middle Name:** **Suffix Name:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Date of Birth:

<input type="text"/>	DD/MM/YYYY
----------------------	------------

Social Security Number:

About KCJIS

KCJIS

Overview

The Kansas Criminal Justice Information System (KCJIS) is a system of connected data sources within a secure environment supporting the electronic exchange of justice information for local, state and national interests.

The KCJIS was originally established as the ASTRA system (Automated Statewide Telecommunications Records Access) by Senate Bill No. 344 passed during the 1968 Legislative session. It was subsequently succeeded by the KCJIS in 2003. Please refer to the Kansas statutes 74-5701, 74-5702 for more information on the statutes regulating the KCJIS system.

The mission of the KCJIS is to create and maintain a secured and accessible criminal justice information repository; ensure that accurate, complete, and timely data for individuals and events are available for criminal justice and non-criminal justice users; support effective administration of the criminal justice system, public and officer safety, and public policy management in a cost-effective manner within the state of Kansas.

In accordance to K.S.A. 74-5701 (et seq.), the KCJIS Committee has the responsibility to establish, maintain and upgrade the KCJIS. Sub-committees may be appointed by the committee to recommend standards, policies, rules and regulations for its adoption.

The Kansas Bureau of Investigation (KBI) and the Kansas Highway Patrol (KHP) share the administrative and operational responsibilities for core KCJIS functions. Agencies interfacing with the KCJIS assume administrative responsibilities accordingly.

Services and Applications

The system includes a variety of services and applications. Some of these are under the statutory authority of the KBI and some are more broadly administered as strictly KCJIS services. A few of the more recognizable services are:

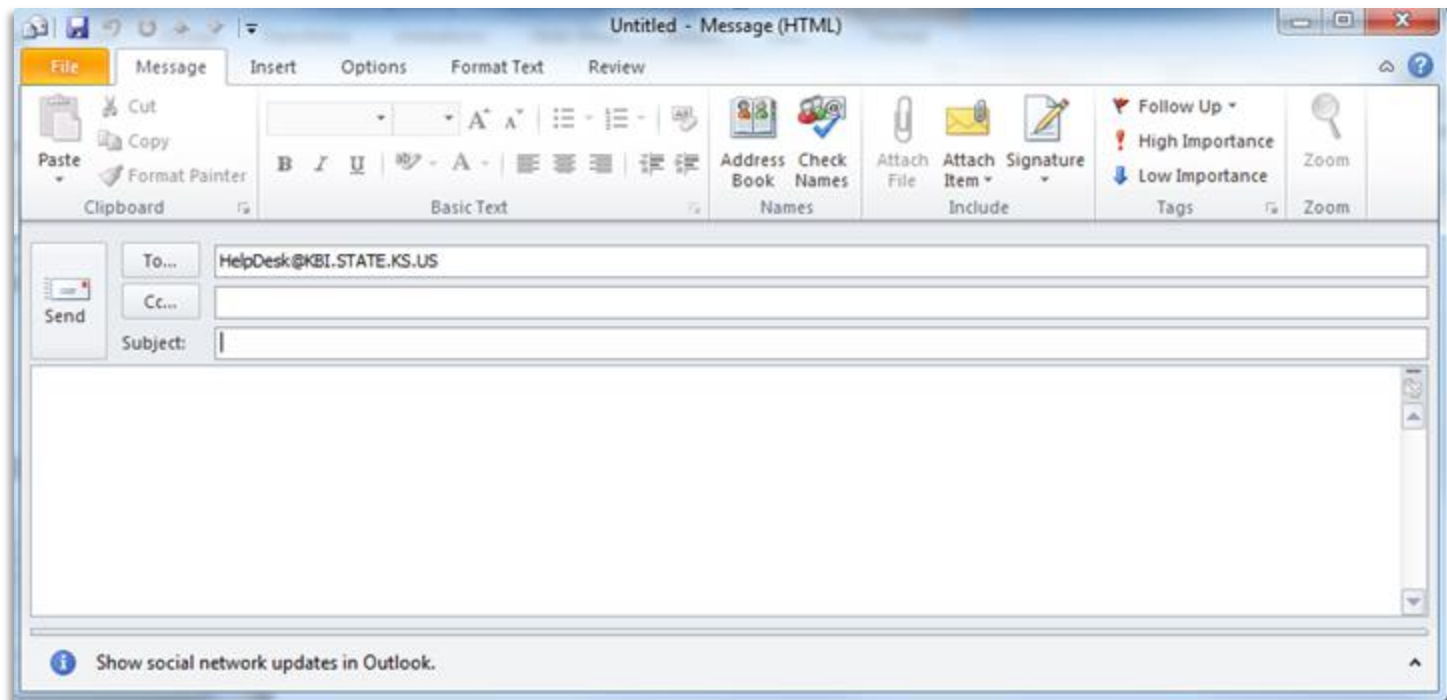
- The KCJIS Portal
- Amber Alert requests
- The Kansas Central Message Switch
- The Kansas Automated Fingerprint Identification System (AFIS)
- Computerized Criminal History records (CCH)
- The Kansas Incident Based Reporting System (KIBRS)
- Kansas Hotfiles (including Warrants, BOLO, and Missing Persons)
- Offender Registration
- License Plate Reader (LPR) files

KCJIS provides connectivity and access to records and systems outside of the state, including federal records at the National Crime Information Center (NCIC) and N-DEX. Also available via The International Justice and Public Safety Network (NLETS) are systems in all 50 states, in the US Territories, and located internationally.

Help Desk



By clicking on the 'Contact Help Desk' link, an email will be generated automatically with the Help Desk email address pre-populated.



Federal Systems

The following contains documents and links associated with federal systems.

NCIC

[NCIC Manual](#)

[NCIC 2000 Operating and Code Manual](#)

NICS

[NICS LE Guide](#)

[National Instant Criminal Background Check System Law Enforcement Guide](#)

NLETS

[Nlets Manual](#)

[Nlets Manual](#)

Choosing NCIC Manual, NICS LE Guide or Nlets Manual will take your focus to a new window.

KS State Systems

The following contains documents and links associated with state systems.

Amber Alert Documents

Dispatch Poster

KS Amber Plan Investigative CkLst

KS Amber Plan Leads Sheet

KS Amber Plan Notification Sheet

KS Amber Plan SmI Agency Pln4

National Amber Plan TITLE III

Dispatch Poster

KS Amber Plan Investigative Check List

KS Amber Plan Leads Sheet

KS Amber Plan Notification Sheet

KS Amber Plan Small Agency Plan

National Amber Plan TITLE III

Disposition Instructions - eDispositions

Electronic KADR Instructions (2014)

Electronic KJDR Instructions (2014)

Errant Disposition Report (2014)

Missing Disposition Report (2014)

Instructions on how to submit electronic KADRs

Instructions on how to submit electronic KJDRs

Instructions on using the Errant Disposition Report

Instructions on using the Missing Disposition Report

Disposition Instructions - Paper Forms

KADR Instructions CCH-06 (2014)

KJDR Instructions CCH-J3 (2010)

Kansas Adult Disposition Report Instructions form CCH-06

Kansas Juvenile Disposition Report Instructions form CCH-J3

eStatute File

eStatute Application Guide

eStatute User Training

eStatute Application Guide October 2015

eStatute User Training Video October 2015

Field Support Training

eDispo, Search, Alerts, and Offender Summary 2015

Impaired Driving Conference Presentation October 2015

KCJIS

CJIS Launch Pad

KCJIS User Guide-Oct 2013

Upcoming changes to the KCJIS website

KCJIS Conference Manual Registration Form

Kansas Highway Patrol CJIS Launch Pad

KCJIS User Guide-Oct 2013

Information about new way to access KCJIS Applications 11/15/15

Manual registration for the KCJIS Conference 2015

KDOR

CDL Medical Card Data on ZQ Screens

Driving Record Codes 2013-12-11

Kansas Driver's License Return Field Definitions 2014-03-26

Kansas_MKE_Consolidation

KDOR TEST RECORDS

Medical Certification Codes for CDL Drivers located on ZQ Transactions

Driving Record Codes

DL Return Field Definitions

KDOR Message Key Consolidation

KDOR Test Records

Lab

Collection of a DNA sample using the GE EasiCollect 9.15

Prelog procedures

DNA Databank training fall 2015

Collecton of a DNA sample using the GE EasiCollect 9.15

DNA Databank Prelog Procedures

DNA Databank training fall 2015

Mug Shots

Mug Shot Guide-Poster(final 4-25-13)

Mug Shot Implementation Guide(final 4-25-13)

How to take good mug shots

Mug shot best practices

KS Technical Information

The following contains documents and links associated with KS Technical Information.

FAQ

[ActiveX Control Filtering](#)

[Helpful info for KCJIS Windows Upgrades](#)

[KCJIS Computer Specifications](#)

[KCJIS Web Portal User Guide](#)

[ActiveX Control Filtering](#)

[Helpful info for KCJIS Windows Upgrades](#)

[KCJIS Computer Specifications](#)

[KCJIS Web Portal User Guide](#)

Kansas Operating Manual - Interface Developer Packet

[Interface Developer Packet 1.1](#)

[Kansas Message Key Book 6.1](#)

[KBI Vehicle IEPD_1.2](#)

[KBI_DL_IEPD_1.0.9](#)

[KCJIS Central Message Switch Developer Guide 1.1](#)

[NLETS NIEM 4.1 Schema](#)

[OFML Interface Specification 2.0](#)

[OpenFox Foxtalk Specification 1.1](#)

[Overview and Information for the Interface Developer Packet 1.1](#)

[Kansas Message Key Book 6.1](#)

[KBI Vehicle IEPD_1.2](#)

[KBI_DL_IEPD_1.0.9](#)

[KCJIS Central Message Switch Developer Guide 1.1](#)

[NLETS NIEM 4.1 Schema](#)

[OFML Interface Specification 2.0](#)

[OpenFox Foxtalk Specification 1.1](#)

Kansas Operating Manual - Interface Developer Packet - LEGACY

[SSAP.V.5.0](#)

[State Switch Access Protocol V5.0](#)

OpenFox

[Messenger 3.0 Upgrade](#)

[Network Card Settings](#)

[OpenFox User Guide](#)

[Updates and Information to OpenFox Messenger 3.06](#)

[How To Turn Off Power Save On NIC Cards](#)

[OpenFox User Guide](#)

Officer Safety Bulletins

No documents or links available.

KCJIS Information

2014

KCJIS Newsletter FEBRUARY 2014	KCJIS Newsletter February 2014
KCJIS Newsletter MAY 2014	KCJIS Newsletter May 2014
KCJIS Newsletter AUGUST 2014	KCJIS Newsletter August 2014
KCJIS Newsletter NOVEMBER 2014	KCJIS Newsletter November 2014
kcjis_minutes_20140113	KCJIS Committee Meeting Minutes - January 2014
No meeting February 2014	KCJIS Committee Meeting Minutes - February 2014
kcjis_minutes_20140314_approved	KCJIS Committee Meeting Minutes - March 2014
kcjis_minutes_20140410_final	KCJIS Committee Meeting Minutes - April 2014
kcjis_minutes_20140512_approved	KCJIS Committee Meeting Minutes - May 2014
kcjis_minutes_20140614_approved	KCJIS Committee Meeting Minutes - June 2014
KCJIS Minutes 20140714 approved	KCJIS Committee Meeting Minutes - July 2014
KCJIS Minutes 20140811 approved	KCJIS Committee Meeting Minutes - August 2014
kcjis_minutes_20140908_approved	KCJIS Committee Meeting Minutes - September 2014
KCJIS Minutes 20141013 APPROVED	KCJIS Committee Meeting Minutes - October 2014
KCJIS Minutes 20141110 APPROVED - revised 12-11-14	KCJIS Committee Meeting Minutes - November 2014
KCJIS Minutes 20141208 APPROVED	KCJIS Committee Meeting Minutes - December 2014

2015

KCJIS Conf - NICS 2015_the third installment	KCJIS Conf - NICS 2015_the third installment
KCJIS Conf Cloud-Mobile	Jeff Campbell FBI
KCJIS Conf CSP Change	Jeff Campbell FBI
KCJIS Conf E-disposition	Leslie Moore KBI
KCJIS Conf Kansas Interstate Compact	Matt Billinger KDOC
KCJIS Conf KCJIS Reorganization	Ed Klumpp KCJIS Chair
KCJIS Conf Phone Forensics	Patrick Ladd Topeka PD
KCJIS Conf Security Architecture Update	Joe Mandala KBI
KCJIS Conference Welcome and intro	Gordon Lansford KCJIS Director
NLETS Training 2015	KCJIS Conf NLETS Training
KCJIS Newsletter JUNE 2015	KCJIS Newsletter JUNE 2015
KCJIS Newsletter AUGUST 2015	KCJIS Newsletter AUGUST 2015
KCJIS Newsletter NOVEMBER 2015	KCJIS Newsletter NOVEMBER 2015
KCJIS Minutes JANUARY Approved	KCJIS Minutes JANUARY Meeting
KCJIS Minutes FEBRUARY Approved	KCJIS Minutes FEBRUARY Meeting
KCJIS Minutes MARCH Approved	KCJIS Minutes MARCH Meeting
KCJIS Minutes APRIL Approved	KCJIS Minutes APRIL Meeting

Security Policies

Firewall Standards and Rules	Standards and Rules for both FW-FW and SecuRemote VPN's
INTERPOL_Applicant_Checks	INTERPOL Applicant Checks
KCJIS Security Policy v5.3	KCJIS Security Policy v5.3
TokenAuthentication	Information Concerning Authentication with the RSA Key Fob
SecureID	SecureID (RSA Key Fob) User Responsibilities
VPN Certificates	Information Concerning SecuRemote VPN Certificates
Sample Acceptable Use Policy	Sample Acceptable Use Policy
Sample PC And Network Access Policy	Sample PC and Network Access Policy
FBI CJIS Security Policy Resource Center	

Events and Training

←
→
 January, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

For KHP Training dates refer to the CJIS Launch Pad.

Access Requests and TAC Info

The following contains documents and links associated with Access Requests and TAC Info.

KACIS	KCJIS Authorization and Customer Information System
How-To in KACIS	How-To in KACIS
KCJIS Awareness Statement	Awareness Statement for Criminal Justice Information

SecurID Tokens

Help Desk

Token Request Form	Request a New Token or Information on Current Tokens
Replacing Tokens	Instructions on how to replace expiring tokens

KCJIS Access Information

KBI Network Services Application Packet	This packet will provide guidance and collect information necessary for an agency to establish a connection to one or more of KBI services.
KCJIS Connectivity Information	Information Concerning Connectivity to KCJIS and KBI
KCJIS Web Portal MOU Form	KCJIS Agreement
AFIS (Livescan, DigiScan Web, Latent Workstation, MorphoIdent, Mug Shots, MARS)	
AFIS MOU	Automated Fingerprint Identification System (AFIS) MOU
AFIS DigiScan Web	DigiScan Web Connection Instructions
AFIS Livescan	Livescan Connection Instructions
AFIS Latent Workstation	Latent Workstation Connection Instructions
AFIS MARS	MARS Connection Instructions
eDisposition	
eDisposition Connection Instructions	Connection Instructions for the Kansas eDisposition Service
Kansas Incident Based Reporting System	
KIBRS MOU	Kansas Incident Based Reporting System MOU
KIBRS Gateway	KIBRS Gateway Connection Instructions
Kansas Intelligence System	
KIS MOU	Kansas Intelligence System MOU
KIS Policy	Kansas Intelligence System Policy
KIS Connection Instructions	Kansas Intelligence System (KIS) Connection Instructions
Services & Info	
Security Policies KCJIS Access V1.0 012502	Sample Policy – Between Employee and Agency

SecuRemote

File Download

[KCJISSR](#) [Secure Remote File Download - zip file format](#)

Instructions

[Digital Certificate Setup](#) [Instructions for How to Setup a Digital Certificate for R56](#)

[Installing Check Point VPN](#) [Instructions for Installing Check Point VPN](#)

[Site Setup](#) [Instructions for How to Setup a Site for R56](#)

Law Enforcement

Dea 612 Forms

[Form 612 Instructions](#)

[Form 612](#)

[Form 612 Instructions](#)

[Form 612](#)

Missing Persons

[Kansas Missing Persons Form\(Permission to Release Information\)](#) [Kansas Missing Persons Form\(Permission to Release Information\)](#)

State Reporting

Biology

[Letter for Submission Guidelines for Biological Evidence](#)

[Submission Guidelines For Biological Evidence](#)

[DNA Submission Form - Fillable](#)

[Letter for Submission Guidelines for Biological Evidence](#)

[Submission Guidelines For Biological Evidence](#)

[DNA Submission Form - Fillable](#)

Fingerprints

[FPC Change Request Form](#)

[Form used to correct a fingerprint card submission](#)

KIBRS

[LEOKA](#)

[Supplemental Homicide](#)

[LEOKA Form](#)

[Supplemental Homicide Form](#)

Laboratory Information Management System

[Prelog Application-RevG](#)

[Prelog users guide_ver 1.8RS](#)

[Prelog Training Video](#)

[PreLog Application-RevG](#)

[Prelog Users Guide_ver_1.8RS](#)

[Prelog Training Video \(294MB\)](#)

Kansas Amber Plan

Amber Alert Documents

[Amber Alert Law Enforcement Instructions](#)

Instructions for Law Enforcement on the procedure to activate an Amber Alert

Law Enforcement Agency Instructions

1. If you have an event that could possibly be child abduction, immediately call the KBI at 785-296-8262.
 - a. The initial call can be placed by communications staff or other members of the agency.
 - b. Be prepared to provide a law enforcement officer point-of-contact that has direct knowledge of the ongoing event
 - c. Obtain a photograph of the victim (and suspect if available). Do not delay initial call while seeking the photograph. Send photo to helpdesk@kbi.state.ks.us.
2. The KBI Amber Alert Coordinator will call the agency point-of-contact directly and will compare the event fact pattern to the below criteria. Do not assume that your event does not meet these criteria - fact patterns may meet the criteria through deduction.
 - There has been a child abduction;
 - The abducted child is 17 years of age or younger or an individual with a mental or physical disability;
 - There is reason to believe the victim is in imminent danger, serious bodily injury or death;
 - There is sufficient information to disseminate to the general public, which could assist in the safe recovery of the victim and/or the apprehension of a suspect.
3. The KBI Amber Alert Coordinator and agency point of contact will determine if an alert will be issued. If an alert is issued:
 - a. Constant communication must be available between the point of contact and the coordinator during the duration of the alert.
 - b. Provide a designee that will receive the incoming tips from the call center. Be prepared for a large flow of information.

Frequently asked questions and responses are reviewed on a quarterly basis to ensure all items are current.

<input type="checkbox"/> Question	Modified
In situations where a vehicle search has only limited information (such as partial tag) and the search cannot be narrowed, how can I see search results beyond the 100 that are returned by default?	1/26/2016 1:26 PM
Where do I find NCIC tests and training information?	1/26/2016 1:25 PM
Where do I find a calendar for NCIC, TAC, and LASO training dates?	1/26/2016 1:25 PM
Can I attend the monthly KCJIS Committee meetings?	1/26/2016 1:24 PM
Where can I find a snapshot of the KCJIS Conference?	1/26/2016 1:24 PM
Can computers with 64-bit Windows versions be used on the KCJIS network?	1/26/2016 1:24 PM
Can all KCJIS users be granted access to the CJIS Launchpad to view training manuals and other resources?	1/26/2016 1:23 PM
How are users added to the CJIS Launch Pad?	1/20/2016 3:12 PM
How do I request changes to responses in OpenFox?	1/26/2016 1:17 PM
When will KCJIS Conference information be made available?	1/20/2016 3:18 PM
Who do I contact for future training on the CPI software?	1/20/2016 3:13 PM
How old are the FAQ's posted on the KCJIS Web Portal?	1/20/2016 3:12 PM

Suggestion Box - Your Submissions

<input type="checkbox"/> ID	<input type="checkbox"/> Submitter	Title	Suggestion	<input type="checkbox"/> SME	Status	Status Date	Status Comment
-----------------------------	------------------------------------	-------	------------	------------------------------	--------	-------------	----------------

There are no items to show in this view of the "Suggestion Box" list. To add a new item, click "New".

[+ Add new item](#)

Suggestion Box - Help Desk

<input type="checkbox"/> Edit	ID	Title	Suggestion	Status	Status Date	<input type="checkbox"/> SME	<input type="checkbox"/> Submitter	Submit Date	Submitter Contact Info
<input type="checkbox"/> 	75	Internet Explorer	Microsoft is ending support for Internet Explorer on January 12, 2016. What will this do to the programs the state uses which are only compatible with IE such as KSMART validation viewer and Open Fox?	Pending	1/20/2016	DENISE WHEELER	ALISHA MARKLEY	1/7/2016	Alisha Markley Communications Director TAC/LASO Greeley County Sheriff's Office (620)376-4233 amarkley@fairpoint.net
	74	ROR print page	When trying to print the ROR page can we go back to the old format? The current format is a huge picture and very large print and we are printing off 4-6 pages each time when it was 1-2. Thank you!!	Pending	1/6/2016		EMILY VIDRIOS	1/5/2016	Emily Vidrios KDOC/EDCF 316-321-7284 ext 22696 emily.askren@doc.ks.gov
	73	KCJIS Website Searches	I do a lot of searches for the CCH and ROR on many individuals. In the old system, we could just click on the person's name and all their documents would come up on a list. Then I could click on the documents I needed and print. I didn't have to go search for them. Now, I have to go search for each document for the same person separately. Is there a way to put it back to clicking on the individual's name and getting all their documents on a list so we don't have to go search for the right ones? Also, is there a way to save what	Pending	1/5/2016		JAMIE COX	1/5/2016	Jamie Cox Offender Registration KDOC/TCF 785-559-5037 jamie.cox@doc.ks.gov


Most FAQ's are developed in response to the suggestion box.

Suggestion Box - Your Submissions

ID	Submitter	Title	Suggestion	SME	Status	Status Date	Status Comment
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There are no items to show in this view of the "Suggestion Box" list. To add a new item, click "New".

[+ Add new item](#)



Suggestion Box

KCJIS

Save

Cancel

Title *

Suggestion *

Submitter Contact Info

Enter your suggestion. Please be as detailed as possible. Attach document(s) if necessary.

Please list your phone number and/or email address

Save

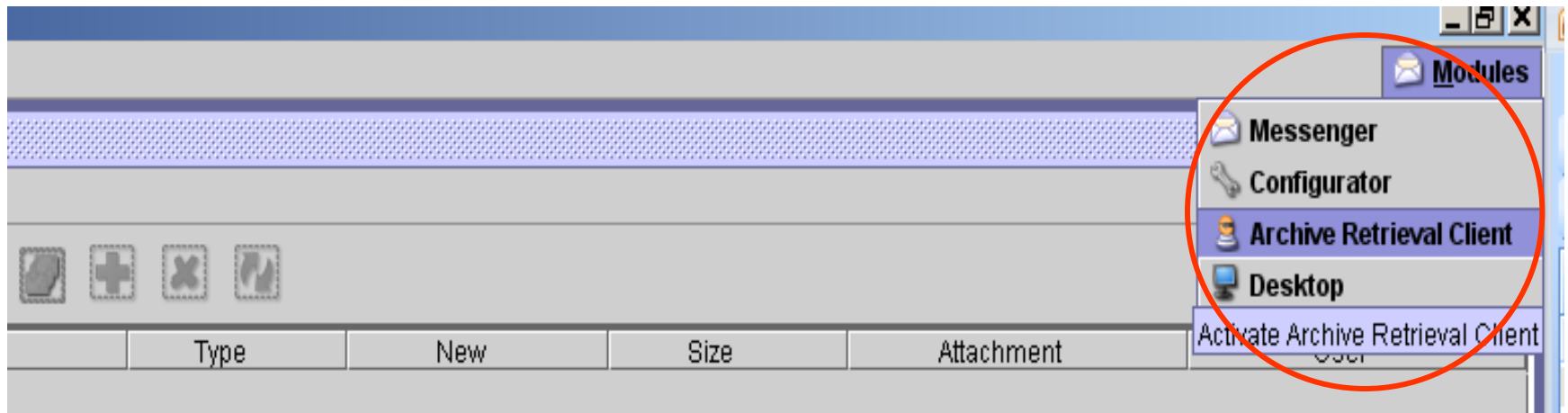
Cancel

OPENFOX - ARCHIVE RETRIEVAL CLIENT

This feature allows TACs the opportunity to review transactions completed under their own ORI.

Log into OpenFox

- Click on “Modules” in the upper right corner
- Select “Archive Retrieval Client”



OPENFOX - ARCHIVE RETRIEVAL CLIENT

Choose your start and end date (defaults to current date)

Oldest Archive Date: DEC 04, 2014 Most Recent Archive Date: FEB 19, 2015 @ 07:48:59 AM

* Start Date: 20150219 End Date: 20150219 Start Time: End Time: Filter out Archive Retrieval messages

Quick Search Detail Index Search

Select a search method

☒ Search by Master Reference Index ☐ Search by Terminal ID and Sequence # ☐ String Search

Enter Master Reference Index

MRI: -

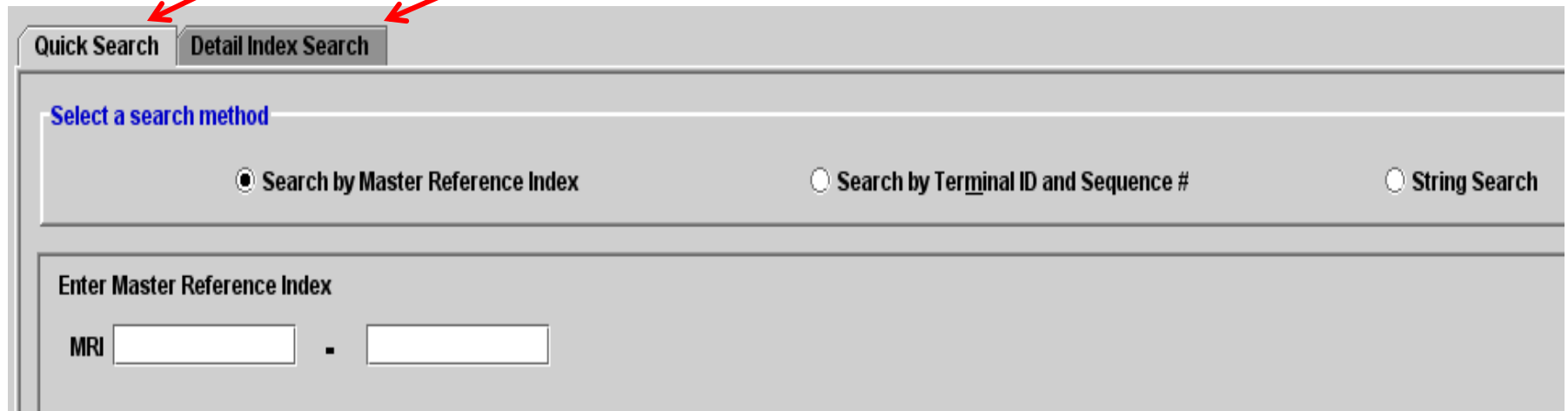
If you chose to use a specific time frame place the time by hour, minutes, seconds consecutively i.e.; 09:15 would be 091500.

NOTE: Utilizing start/end times will limit the search to that time frame for each date searched. Unless you know your intended search results are within specific hour parameters, leave these fields blank.

OPENFOX - ARCHIVE RETRIEVAL CLIENT

You have two types of search options:

Quick Search or Detail Index Search



The screenshot displays the user interface of the OPENFOX - ARCHIVE RETRIEVAL CLIENT. At the top, there are two tabs: "Quick Search" and "Detail Index Search". Below these tabs, a section titled "Select a search method" contains three radio button options: "Search by Master Reference Index", "Search by Terminal ID and Sequence #", and "String Search". The "Search by Master Reference Index" option is selected. Below this section, there is a label "Enter Master Reference Index" followed by a form field labeled "MRI" with two input boxes separated by a hyphen.

Quick Search Detail Index Search

Select a search method

☒ Search by Master Reference Index ☐ Search by Terminal ID and Sequence # ☐ String Search

Enter Master Reference Index

MRI -

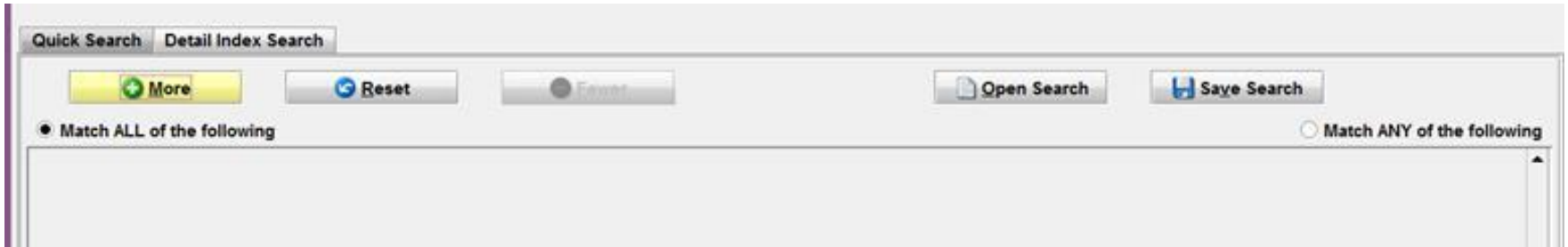
QUICK SEARCH

The screenshot shows a web interface with two tabs: "Quick Search" and "Detail Index Search". The "Quick Search" tab is active. Below the tabs, there is a section titled "Select a search method" with three radio button options: "Search by Master Reference Index" (which is selected), "Search by Terminal ID and Sequence #", and "String Search". Below this section, there is a label "Enter Master Reference Index" followed by a form field labeled "MRI" with a hyphen separator and another empty form field.

Under the “Quick Search” tab there are three options:

- Search by Master Reference Index
- Search by Terminal ID and Sequence #
- String Search

DETAIL INDEX SEARCH



Under the “Detail Index Search” (the most user friendly) tab there are two options:

- Match all of the following (this is an “AND” type search)
- Match any of the following (this is an “OR” type search)

DETAIL INDEX SEARCH

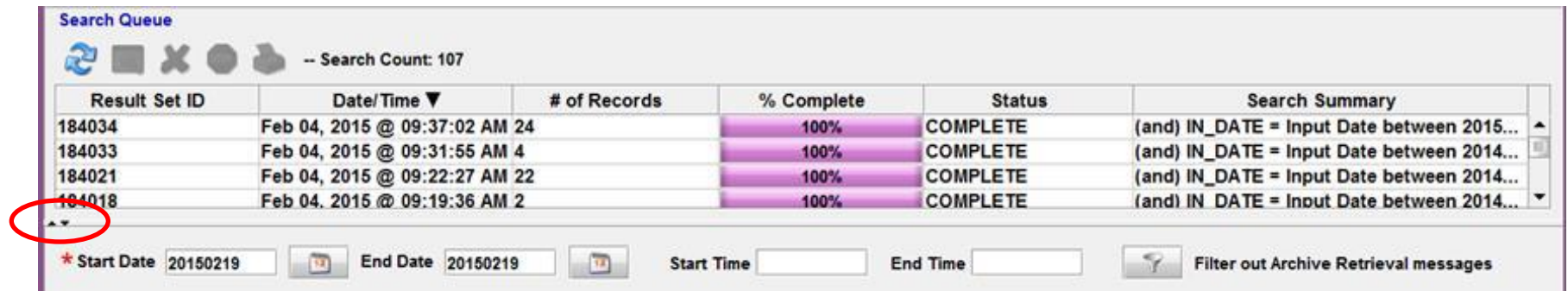
You can add additional search criteria/parameters to your search by clicking the “More” button.

The screenshot displays the 'Detail Index Search' window. At the top, there are input fields for 'Start Date' (20150219), 'End Date' (20150219), 'Start Time', and 'End Time'. A checkbox labeled 'Filter out Archive Retrieval messages' is also present. Below these fields, there are two tabs: 'Quick Search' and 'Detail Index Search'. The 'More' button, located under the 'Detail Index Search' tab, is circled in red. Other buttons include 'Reset', 'Fewer', 'Open Search', and 'Save Search'. The search criteria section shows two rows: the first row has 'CCH = Criminal History Record' selected from a dropdown, followed by 'is' and '1 = Criminal History Records'; the second row has 'Input/Output Messages' selected from a dropdown, followed by 'is' and 'I = INPUT'. At the bottom, there are 'Search' and 'Close' buttons.

Note: The parameters pictured will produce a report detailing your agency's inquiries into criminal history records by all users in your ORI for the specified time frame.

DETAIL INDEX SEARCH

After clicking search, your results will return above your General Search Criteria.



Search Queue

-- Search Count: 107

Result Set ID	Date/Time ▼	# of Records	% Complete	Status	Search Summary
184034	Feb 04, 2015 @ 09:37:02 AM 24		100%	COMPLETE	(and) IN_DATE = Input Date between 2015...
184033	Feb 04, 2015 @ 09:31:55 AM 4		100%	COMPLETE	(and) IN_DATE = Input Date between 2014...
184021	Feb 04, 2015 @ 09:22:27 AM 22		100%	COMPLETE	(and) IN_DATE = Input Date between 2014...
184018	Feb 04, 2015 @ 09:19:36 AM 2		100%	COMPLETE	(and) IN_DATE = Input Date between 2014...

* Start Date 20150219 End Date 20150219 Start Time End Time Filter out Archive Retrieval messages

It may be necessary to “drag” the double arrows down to view the search results behind the search criteria.

Once the search is 100% completed, double click on the line of the current search.

DETAIL INDEX SEARCH

Double – clicking will open a detail window of your search.

Archive Retrieval Client - Detail Window

Actions Accessibility Sort Details View Columns

-- Record Count: 33

Notes	MRI	MKE	IN_TIME ▲	OUT_TIME	IN_SEQ	IN_STN	OUT_SEQ	OUT_STN	UID	SID
	3417825	MB	20140113:1604...		33	FRXSO003D			FRXSOVDO	
	3417825	MB	20140113:1604...	20140113:160452	33	FRXSO003D	20220	NCIC	FRXSOVDO	
	3417827	MB	20140113:1604...		23675	NCIC			FRXSOVDO	
	3417827	MB	20140113:1604...	20140113:160452	23675	NCIC	969	TPKKBVLD1		
	3417827	MB	20140113:1604...	20140113:160452	23675	NCIC	22	FRXSO003D		
	2539652	MB	20140425:1317...		53	FRXSO007A			FRXSOERF	
	2539652	MB	20140425:1317...	20140425:131704	53	FRXSO007A	14847	NCIC	FRXSOERF	
	2539656	MB	20140425:1317...		17820	NCIC			FRXSOERF	
	2539656	MB	20140425:1317...	20140425:131704	17820	NCIC	50	FRXSO007A		
	2539656	MB	20140425:1317...	20140425:131704	17820	NCIC	343	TPKKBVLD1		
	2539844	MB	20140425:1318...		54	FRXSO007A			FRXSOERF	

Each line, once highlighted will show a summary.

Result Set ID 156344 Search Summary (and) IN_DATE between 20130629 - 20140629, NIC = B050207488

Header

MRI 3417825 Message Key MB User ID FRXSOVDO User Name OCHS

Input: Station FRXSO003D Sequence 33 Date/Time 20140113:160452

Output: Station Sequence Date/Time

Message

MESSANGER MB 12181 MESSANGER KS0300000 MB MB: NIC=B050207488 OCA=201300006080 20140113160452 B050207488 201300006080 KA532XD BOAT HULL NUMBER KAZ543270310

DETAIL INDEX SEARCH

Print entire list of records

Print a report of selected records



Icons: Print, View, Refresh -- Record Count: 24

Notes	MRI	MKE	IN_TIME ▼	IN_SEQ	IN_STN	OUT_TIME	OUT_S...	OUT_...	UID	SID
	5305655	KCS	20150129:150126	11377	ELMERS2				KANHPJL4	
	5305642	KCS	20150129:150124	8	KANHP0...	20150129:150...	10330	HFS	KANHPJL4	
	5305642	KCS	20150129:150124	8	KANHP0...	20150129:150...	42365	ELMERS	KANHPJL4	
	5305642	KCS	20150129:150124	8	KANHP0...				KANHPJL4	
	5305411	KCS	20150129:150025	11353	ELMERS2				KANHPJL4	
	5305402	KCS	20150129:150023	7	KANHP0...	20150129:150...	10309	HFS	KANHPJL4	
	5305402	KCS	20150129:150023	7	KANHP0...	20150129:150...	42272	ELMERS	KANHPJL4	
	5305402	KCS	20150129:150023	7	KANHP0...				KANHPJL4	
	5305228	KCS	20150129:145942	11336	ELMERS2				KANHPJL4	
	5305216	KCS	20150129:145940	6	KANHP0...	20150129:145...	10295	HFS	KANHPJL4	
	5305216	KCS	20150129:145940	6	KANHP0...	20150129:145...	42206	ELMERS	KANHPJL4	
	5305216	KCS	20150129:145940	6	KANHP0...				KANHPJL4	

CJIS LAUNCH PAD

<https://cjisaudit.khp.ks.gov/launchpad/>

The screenshot displays the CJIS Launch Pad interface. At the top, a dark blue header contains the text "KANSAS HIGHWAY PATROL" and "CJIS LAUNCH PAD" in large, stylized letters. To the right of the header, it says "POWERED BY PEAK PERFORMANCE SOLUTIONS". Below the header, the interface is divided into two main sections: "Applications" on the left and "News & Information" on the right. The "Applications" section features six buttons: "CJIS Audit" (with a checkmark icon), "CJIS Manuals" (with a book icon), "CJIS Links" (with a key icon), "nexTEST" (with a control panel icon), "CJIS Documents" (with a document icon), and "CJIS Training" (with a person icon). The "News & Information" section contains two news items, both dated "June 30, 2014". The first item is titled "Next Generation Identification (NGI) News" and discusses the FBI's NGI Program Office mailing a letter to state CJIS System Officers (CSO) regarding a status update for the Increment 4 deployment, set for August 2014. The second item is titled "WINDOWS XP NO LONGER COMPLIANT WITH POLICIES" and states that Windows XP reached end of life (EOL) for support on April 8, 2014. At the bottom left of the interface, it says "Full Admin". At the bottom center, a dark blue footer contains the text "COPYRIGHT 2011 PEAK PERFORMANCE SOLUTIONS".


KANSAS HIGHWAY PATROL


CJIS


LAUNCH PAD


POWERED BY
PEAK
PERFORMANCE
SOLUTIONS


Applications


CJIS Audit 

nexTEST 

CJIS Manuals 

CJIS Documents 

CJIS Links 

CJIS Training 

News & Information

June 30, 2014
[Next Generation Identification \(NGI\) News](#)
The FBI's Next Generation Identification (NGI) Program Office recently mailed a letter to state CJIS System Officers (CSO) with a status update for the Increment 4 deployment now set for August 2014. The letter is **posted HERE**. More information on NGI can be found in the **NGI folder of CJIS Documents**.

June 30, 2014
[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)
Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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This is an “open” website, which can be accessed from any internet connected device. Additionally, it operates separately from OpenFox and KACIS.

CJIS LAUNCH PAD

Three of the current six applications are also considered “open”.

The screenshot displays the 'KANSAS HIGHWAY PATROL CJIS LAUNCH PAD' interface. The top header includes the title and 'POWERED BY PEAK PERFORMANCE SOLUTIONS'. The main content is divided into two panels: 'Applications' and 'News & Information'.

Applications Panel:

- CJIS Audit**: Represented by a notepad icon with a red checkmark.
- nexTEST**: Represented by a keypad icon with buttons A, B, and C.
- CJIS Manuals**: Represented by a stack of books icon.
- CJIS Documents**: Represented by a notepad icon with a pencil. This icon is circled in red.
- CJIS Links**: Represented by a chain link icon. This icon is circled in red.
- CJIS Training**: Represented by a person running icon. This icon is circled in red.

News & Information Panel:

June 30, 2014
[Next Generation Identification \(NGI\) News](#)
The FBI's Next Generation Identification (NGI) Program Office recently mailed a letter to state CJIS System Officers (CSO) with a status update for the Increment 4 deployment now set for August 2014. The letter is **posted HERE**. More information on NGI can be found in the **NGI folder of CJIS Documents**.

June 30, 2014
[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)
Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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These applications can be accessed without a user log-in.

CJIS DOCUMENTS

KANSAS HIGHWAY PATROL

CJIS

LAUNCH PAD

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PERFORMANCE
SOLUTIONS

Applications

CJIS Audit

nexTEST

CJIS Manuals

CJIS Documents

CJIS Links

CJIS Training

News & Information

June 30, 2014
[Next Generation Identification \(NGI\) News](#)
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June 30, 2014
[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)
Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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Click on “CJIS Documents.”

CJIS DOCUMENTS



The CJIS Documents page is always an ongoing work-in-progress...
Currently posted are the FBI CJIS Security Policy, the current TAC Manual and Audit Standards along with CJIS Unit contact information and various KCJIS forms, including the NCIC and Kansas Warrant File Entry and Validation Worksheets.

CJIS TRAINING

KANSAS HIGHWAY PATROL

CJIS

LAUNCH PAD

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PERFORMANCE
SOLUTIONS

Applications

CJIS Audit

nexTEST

CJIS Manuals

CJIS Documents

CJIS Links

CJIS Training

News & Information

June 30, 2014

[Next Generation Identification \(NGI\) News](#)

The FBI's Next Generation Identification (NGI) Program Office recently mailed a letter to state CJIS System Officers (CSO) with a status update for the Increment 4 deployment now set for August 2014. The letter is **posted HERE**. More information on NGI can be found in the **NGI folder of CJIS Documents**.

June 30, 2014

[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)

Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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Click on "CJIS Training."

CJIS TRAINING



Populating the CJIS Training page is also as an ongoing project...

This page currently contains the current KCJIS Trainer/Auditor map, Training Schedule, BLECO Information and the BLECO Registration form along with various Training PowerPoint presentations and will include any KCJIS Conference information when/as available.

CJIS LINKS

KANSAS HIGHWAY PATROL

CJIS

LAUNCH PAD

POWERED BY
PEAK
PERFORMANCE
SOLUTIONS

Applications

CJIS Audit

nexTEST

CJIS Manuals

CJIS Documents

CJIS Links

CJIS Training

News & Information

June 30, 2014
[Next Generation Identification \(NGI\) News](#)
The FBI's Next Generation Identification (NGI) Program Office recently mailed a letter to state CJIS System Officers (CSO) with a status update for the Increment 4 deployment now set for August 2014. The letter is **posted HERE**. More information on NGI can be found in the **NGI folder of CJIS Documents**.

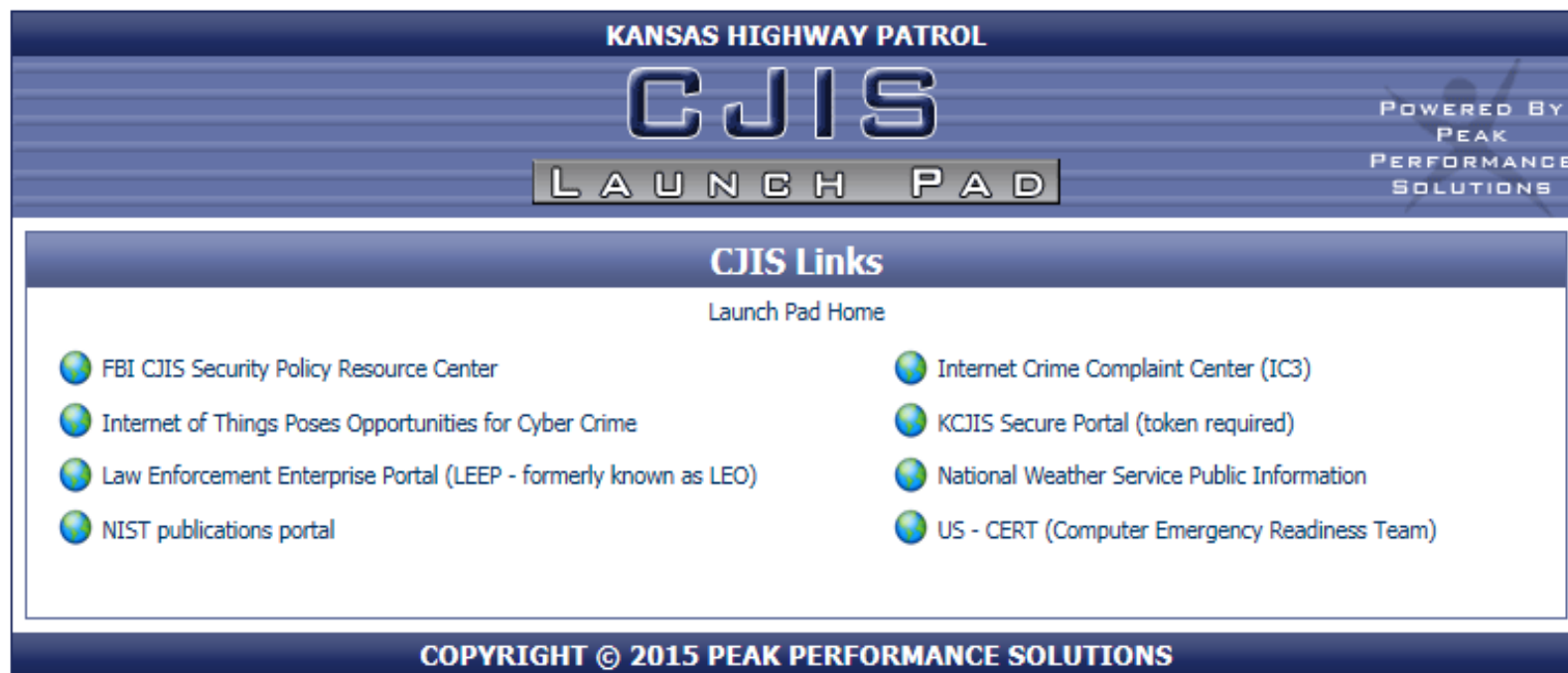
June 30, 2014
[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)
Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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Click on "CJIS Links."

CJIS LINKS



This page currently contains links to the FBI CJIS Security Policy, KCJIS Secure Portal, National Weather Service (NWS), Internet Crime Complaint Center, the FBI's Law Enforcement Online LEO or LEEP portal, and the US-CERT page.

CJIS LAUNCH PAD

KANSAS HIGHWAY PATROL

CJIS

LAUNCH PAD

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Applications

CJIS Audit

CJIS Manuals

CJIS Links

nexTEST

CJIS Documents

CJIS Training

News & Information

June 30, 2014
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June 30, 2014
[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)
Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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The CJIS Manuals application is available to all users but requires a username and password as federal regulations do not allow for posting the NCIC Manual on an open website.

CJIS MANUALS



KANSAS HIGHWAY PATROL

 **CJIS**  **MANUALS**

powered by
Peak Performance
Solutions

LOGIN

Please login to CJIS Manuals

nexTEST Username:

nexTEST Password:

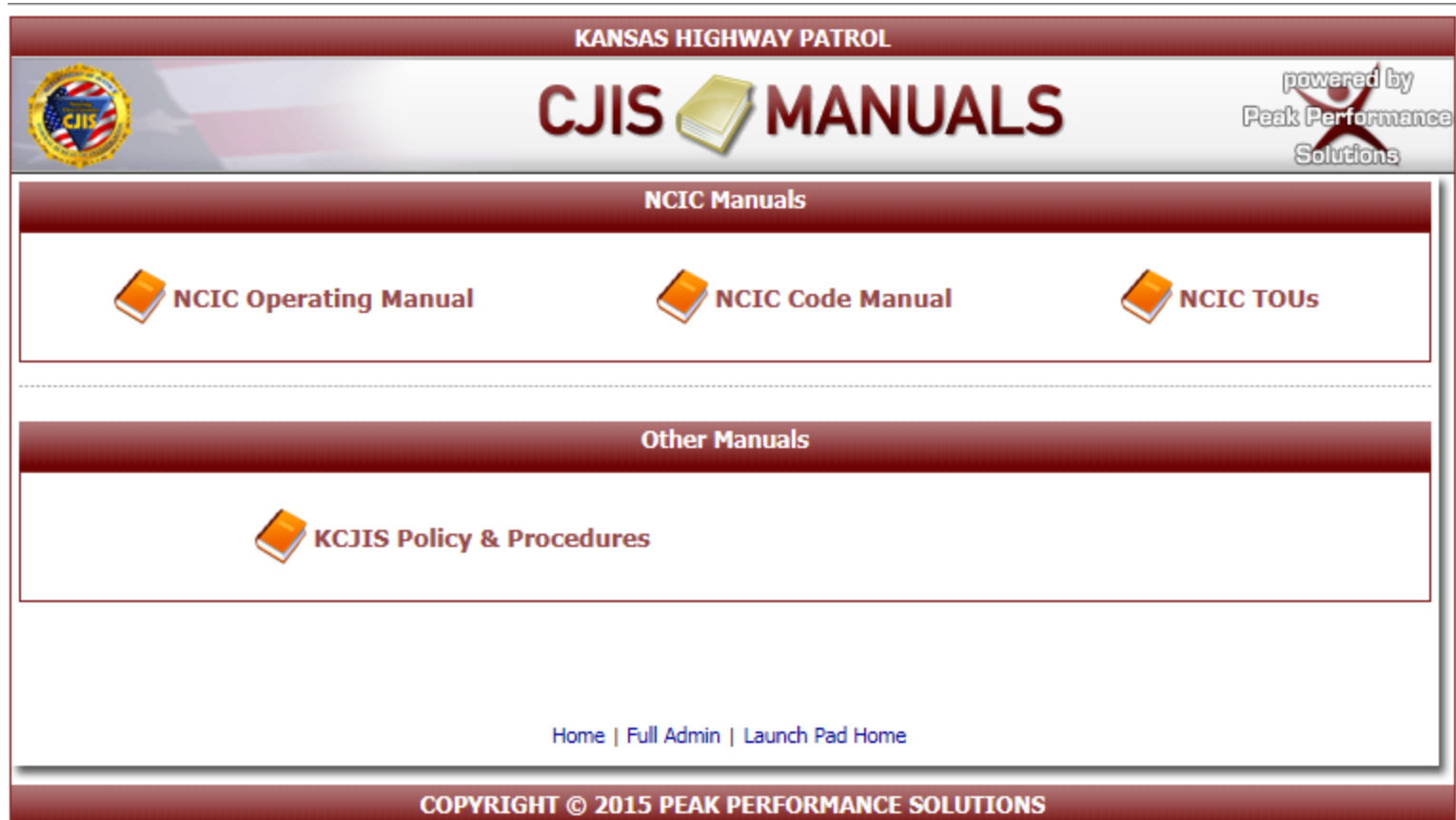
[Home](#) | [Full Admin](#) | [Launch Pad Home](#)

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Logging into CJIS Manuals will be accomplished with the use of your KCJIS UserID as the username and the agency ORI (with all letters in the ORI in uppercase) as the password.

If you are unable to log in, contact a KHP CJIS Unit Trainer/Auditor.

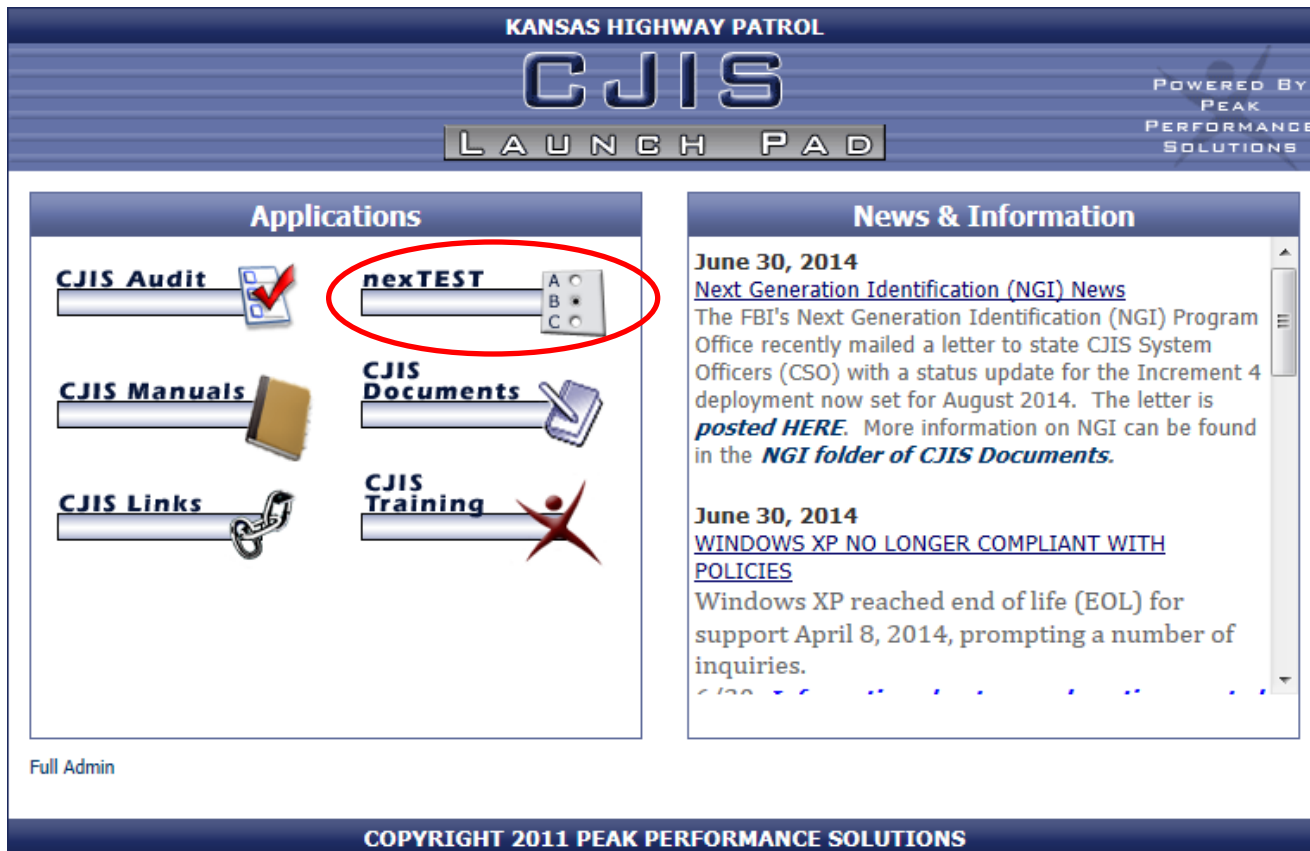
CJIS MANUALS



The resources currently available within the CJIS Manuals application.

nexTEST

The NCIC testing (initial certification for only the Limited Access users and recertification for both Limited and Full access) has been converted to an on-line automated process.



Clicking on the nexTEST icon...


nexTEST

...will produce the login page.



Any user seeking to complete a test will click on “USER LOGIN”

nexTEST



Kansas Highway Patrol

nexTEST
CJIS TESTING

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SOLUTIONS

Launch Pad Home

User Login

User Name:

Password:

 **nexTEST Home**

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User Name = KCJIS USERID

Password = Agency ORI (with letters in uppercase)

Click "SUBMIT"

nexTEST



If the user is informed he/she is not an active user, then the agency TAC will need to change the 'Status' field in the user's profile from "inactive" to "active."

nexTEST

CJIS NCIC Testing System

nexTEST
CJIS TESTING

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Welcome, JOHN WAYNE

? Help

NCIC Certification Non-NCIC Certifications Training Registration

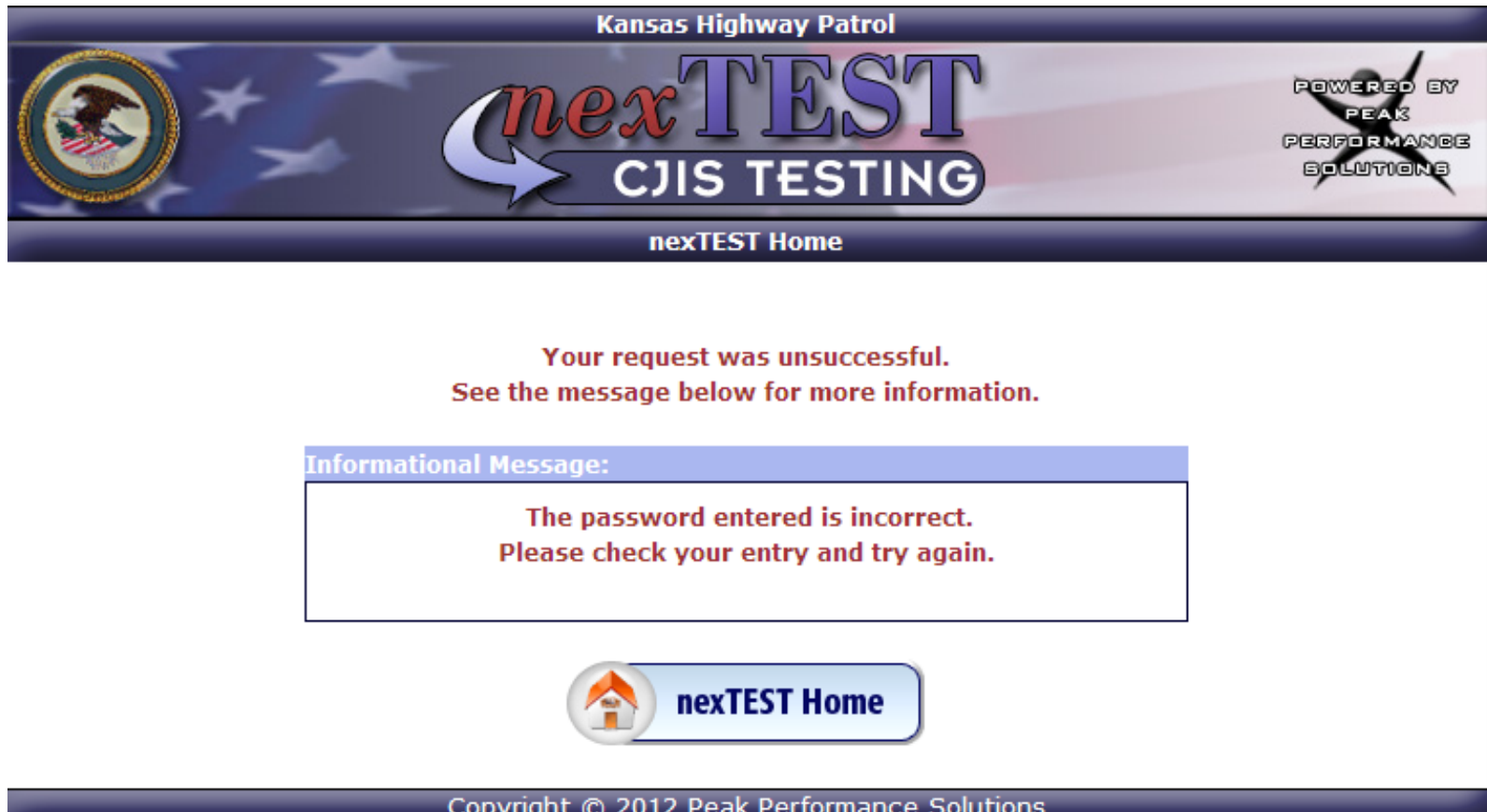
No Certification Level Assigned

nexTEST Home

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If the user successfully logs in but is advised “No Certification Level Assigned”, contact a KHP CJIS Unit Trainer/Auditor with a request to modify the nexTEST user account with the intended certification level.

nexTEST



If the user is advised the password is incorrect, the user should try again, carefully, and if still incorrect, contact agency TAC to have the password changed.

nexTEST

Once logged in, the user will be presented with only the version of the test appropriate to his/her established “Certification Level”.



If the name and the test version are correct, click “Continue Test”.
If the test version is not what is expected, contact your Trainer/Auditor.

nexTEST

Hello, JERIMIAH JOHNSON



Please confirm you wish to take the following test:

Limited Access NCIC Certification

Test Description:

This test is for NCIC Terminal Operators who have Limited Access.

This test is not timed.

Click the **CONTINUE** button to take the test or **CANCEL** to return to the nexTEST Home Page.



CANCEL

CONTINUE



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nexTEST

The user should again ensure the displayed name is correct and that the test appropriate to the users access level is being presented.

If so, click “CONTINUE.”

nexTEST



- The tests consist of a combination of True/False and multiple choice questions.
- Every user will be presented with a randomly arranged set of questions.

nexTEST

The screenshot displays a web-based testing interface. At the top, a question is presented within a light gray header box: "20 Which is the only agency able to perform an NCIC off-line search?". Below this, a list of three radio button options is shown: "Federal Bureau of Investigation", "Kansas Bureau of Investigation", and "Kansas Highway Patrol". At the bottom of the interface, there are two buttons: "Grade Exam" and "Save For Later". The "Save For Later" button is highlighted with a red oval. The bottom right corner of the window shows a zoom level of "100%".

20 Which is the only agency able to perform an NCIC off-line search?

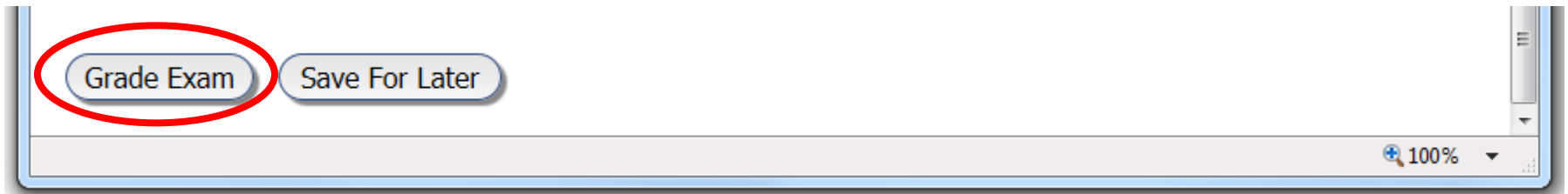
- ☐ Federal Bureau of Investigation
- ☐ Kansas Bureau of Investigation
- ☐ Kansas Highway Patrol

Grade Exam Save For Later

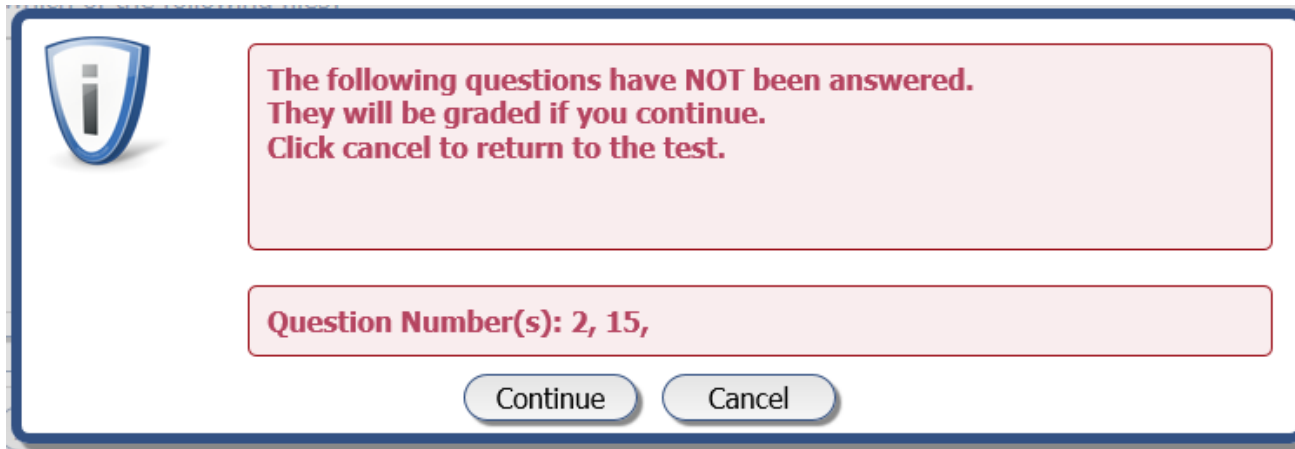
100%

A user may select “Save For Later” and return, within 5 days only, to complete the test.

nexTEST



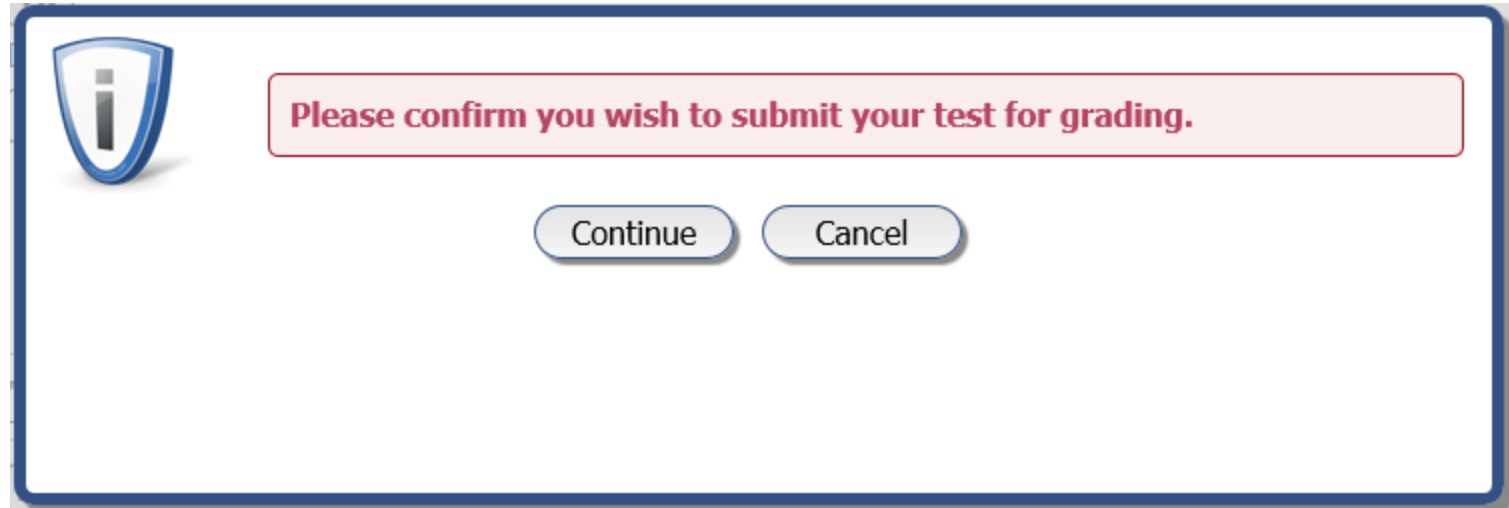
The user clicks “GRADE EXAM” when the test is completed.



- If a user failed to answer any questions he/she will be advised which questions have not been answered.
- Click cancel at this point to return to the test.
- If the user continues without answering, these questions will be graded as incorrect answers.

nexTEST

Click “Continue” to submit your answers



You will be advised that nexTEST is verifying the connection to the server and will submit your test for grading.

nexTEST

Congratulations!



As identified by your logon, **JERIMIAH JOHNSON**, you completed the **Limited Access NCIC Certification** exam on **November 8, 2013**. You answered 16 out of 20 questions correctly and achieved a score of **80.0%**.

Time it took to complete the exam: 14 Minute(s) 49 Second(s)

[Print Your Certificate](#)



Test Feedback

Below are the questions you missed and the answers you selected.

- The user will be advised immediately if the test is passed or failed.
- Any answers that were incorrect will be shown along with the anticipated correct answer.
- If the test receives a passing grade, the user may print a certificate at this point.

Click “LOGOFF” to exit.

nexTEST

- The tests are not timed.
- The user may minimize the nexTEST program to the task bar at any time, and return to it as many times as he/she wishes until it is complete.
- If testing results in a failing score, the user may immediately retake the test. However, three failed attempts will lock the user out of the testing application. TAC must then contact a KHP CJIS Unit Trainer Auditor to regain access.
- Individual users also have access to review their own test history within the nexTEST application.

NON-NCIC CERTIFICATIONS & TRAINING REGISTRATION

Welcome, SANDY SURBER 

NCIC Certification **Other Certifications** Training Registration User History

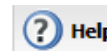
Showing Other Certifications

Certification Level	Certification Expiration Date	Testing
> CJIS Security & Awareness	JAN 13, 2016	 Begin Test

“CJIS Security & Awareness” is the only “Non-NCIC” test available.

TRAINING REGISTRATION

Welcome, SANDY SURBER



NCIC Certification

Other Certifications

Training Registration

User History

Class Registration

Registered Classes

**You are currently not registered for any classes.
Please register for a class from the available class listing below.**

Available Classes







Search
Classes:

Course Name

Region

Go

Showing Classes for All Courses

Class Date/Time	Class Location	Details	Register
Local Agency Security Officer (LASO)			
> September 2, 2014 9:00 AM	Kansas Highway Patrol Troop D Headquarters 1821 Frontier Rd Hays, KS 67601 Phone: (785) 625-3753		
> September 3, 2014 9:00 AM	Kansas Highway Patrol Troop E Headquarters 2222 Fulton St, Garden City, Kansas 67846 Phone: (620) 276-3201		
> September 24, 2014 9:00 AM	Kansas Highway Patrol Training Academy -- Troop J 2025 E. Iron Avenue Salina, Kansas 67401		

Individual users may register themselves for various classes (NCIC, TAC and LASO) via the nexTEST application but, agency administrators may wish to exercise control over class registrations for agency staff.

nexTEST

A designated nexTEST “Administrator” wishing to perform any administrative functions within the nexTEST application will...



...click on “Agency Login”

nexTEST

The administrator's initial login for access to the administrative functions is the same as that of a test taker.



The screenshot shows the 'Launch Pad Home' interface for 'nexTEST CJIS TESTING'. At the top, there is a header with the 'Kansas Highway Patrol' logo on the left, the 'nexTEST CJIS TESTING' title in the center, and 'POWERED BY PEAK PERFORMANCE SOLUTIONS' on the right. Below the header is a dark blue bar with the text 'Launch Pad Home'. The main content area features an 'Agency Login' form with two input fields: 'User Name:' and 'Password :'. Below these fields are two buttons: 'Submit' and 'Reset'. At the bottom of the main content area is a 'nexTEST Home' button with a house icon. The footer contains the text 'Copyright © 2012 Peak Performance Solutions'.

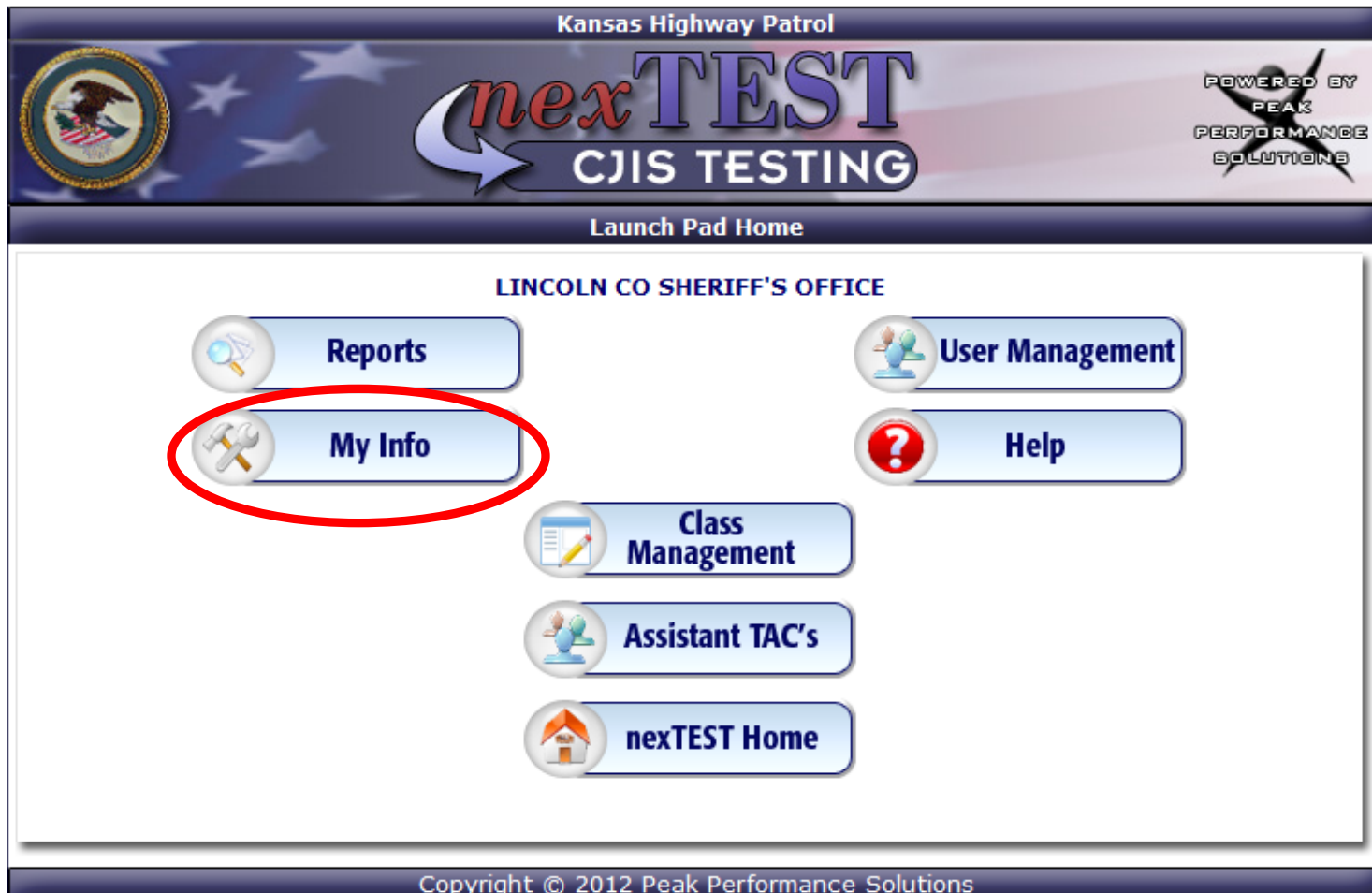
User Name = KCJIS USERID

Password = Agency ORI (with letters in uppercase)

Click "SUBMIT"

nexTEST

By clicking on “My Info”...



nexTEST

...any TAC (Administrator) has the option of changing his/her password in the interest of preventing potential access to the administrative functions by unauthorized users.

The screenshot displays the 'My Info' section of the nexTEST interface. At the top, the header includes the Kansas Highway Patrol logo, the 'nexTEST CJIS TESTING' title, and a 'POWERED BY PEAK PERFORMANCE SOLUTIONS' logo. A navigation bar contains links: Reports, User Admin, My Info, Assistant Admin's, Class Management, Admin Home, and Help. The 'My Info' section is active, showing a 'Change Email Address' form with fields for 'Email Address' (containing 'cboesker@khp.ks.gov') and 'CC Email Address', and 'Save' and 'Reset' buttons. Below this, the 'Change Password' form is circled in red. It contains fields for 'Password' and 'Verify Password', both masked with dots, and 'Save' and 'Reset' buttons. At the bottom, there is a 'nexTEST Home' button with a house icon. The footer text reads 'Copyright © 2012 Peak Performance Solutions'.

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Reports | User Admin | My Info | Assistant Admin's | Class Management | Admin Home | Help

My Info

Change Email Address

Email Address:

CC Email Address:

Save Reset

Change Password

Password:

Verify Password:

Save Reset

nexTEST Home

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nexTEST

On this same page, only the “primary” TAC (Administrator) will see the option of adding or changing his/her email address. An email address(es) for any Assistant Admin(s) may be added to the CC email address line. If multiple addresses need be entered, then simply separate them with a semicolon. If an address is inputted, then he/she will receive email notifications concerning users expiring in the next 60 days.

The screenshot displays the 'My Info' section of the nexTEST interface. A red circle highlights the 'Change Email Address' form, which includes fields for 'Email Address' (containing 'cboesker@khp.ks.gov') and 'CC Email Address', along with 'Save' and 'Reset' buttons. Below this, the 'Change Password' section is visible, featuring 'Password' and 'Verify Password' fields with masked characters, and 'Save' and 'Reset' buttons. The interface also shows a navigation bar with links like 'Reports', 'User Admin', 'My Info', 'Assistant Admin's', 'Class Management', 'Admin Home', and 'Help'. The footer includes a 'nexTEST Home' button and a copyright notice for 2012 Peak Performance Solutions.

Kansas Highway Patrol

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SOLUTIONS

Reports | User Admin | My Info | Assistant Admin's | Class Management | Admin Home | Help

My Info

Change Email Address

Email Address:

CC Email Address:

Save Reset

Change Password

Password:

Verify Password:

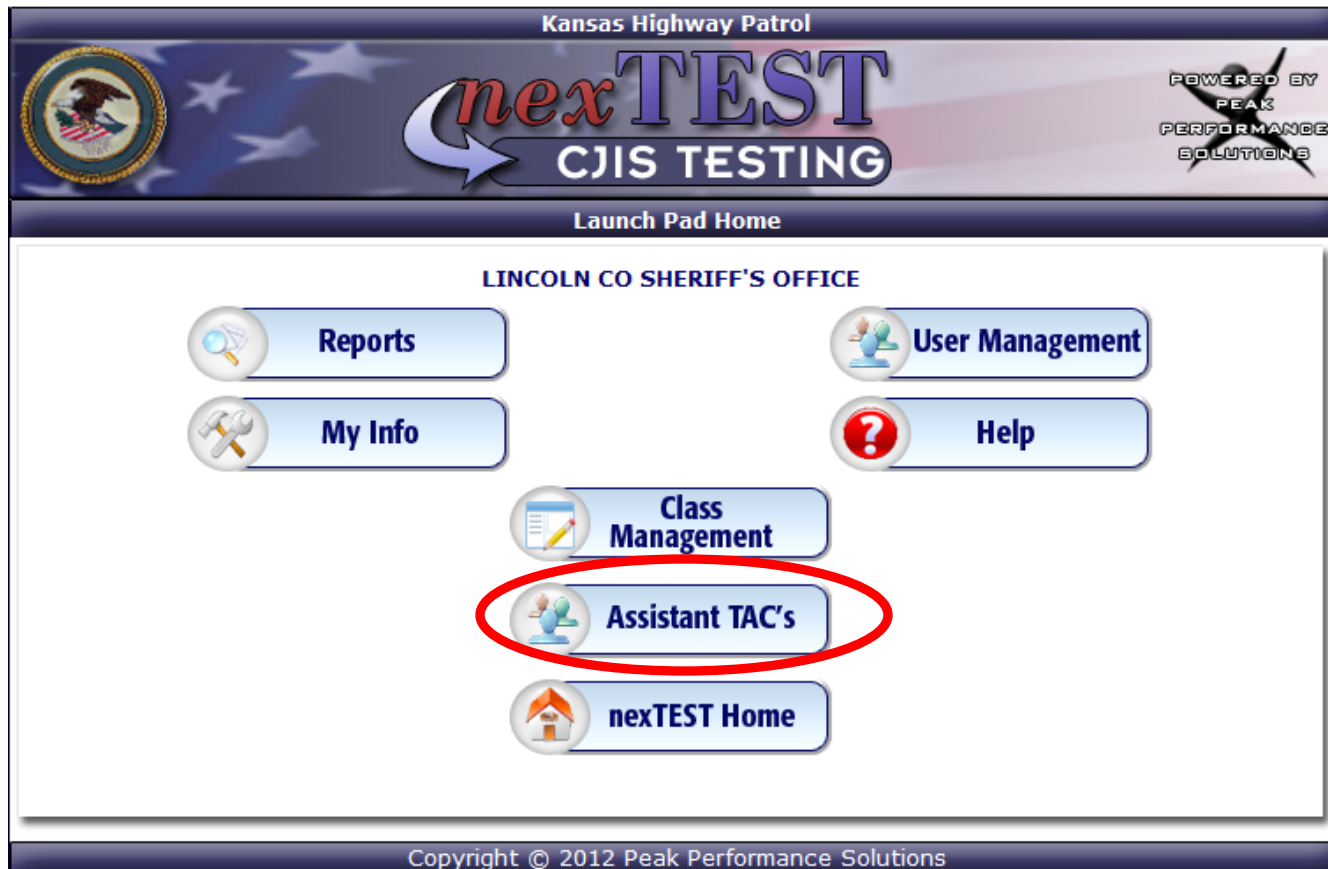
Save Reset

nexTEST Home

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Only those users designated as 'administrators' will have administrative functions within the nexTEST application.



An Agency Administrator can assign “Assistant Administrators”.

nexTEST

To view a list of available “Assistant Admins” ...

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CJIS TESTING

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SOLUTIONS

Reports | User Admin | My Info | Assistant Admin's | Class Management | Admin Home | Help

Assistant Admin's

Assign Assistant Admins

LAST NAME	FIRST NAME	USER ID	REMOVE
NOVAK	JOHN	LCXSOJAN	Remove

nexTEST Home




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...click the “Assign Assistant Admins” button.








nexTEST

Assistant Admin's

Assign Assistant Admins

Search By Last Name:  Search By User ID:  

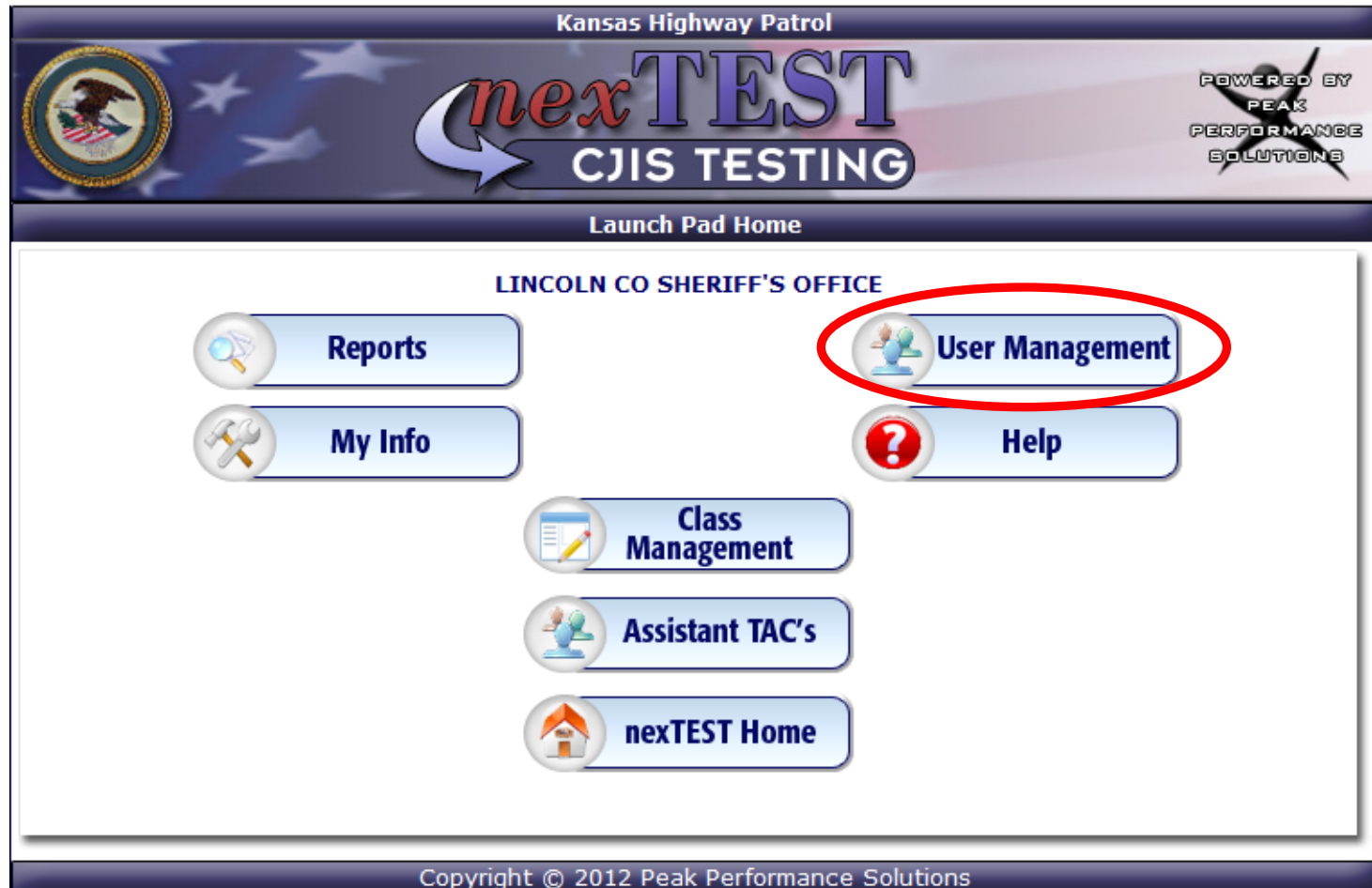
List Users

LAST NAME	FIRST NAME	USER ID	ADD
BAILEY	CLINT	LCXSOCDB	
FLAHERTY	JESSICA	LCXS0JEF	
GURNEY	DAVID	LCXSODLG	
HAGEMAN	RYAN	LCXSORSH	
HESTING	ANNETTE	LCXSOAMH	
MORSE	ARLETTA	LCXSOARM	
NOVAK	JOHN	LCXSOJAN	

Showing 1 - 7 of 7

Clicking the “Add” button next to a name will assign the user the “Assistant Admin” role within the nexTEST application only.

ADDING USERS INTO nexTEST



Click on “User Management”

ADDING USERS INTO nexTEST

Kansas Highway Patrol

nexTEST
CJIS TESTING

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SOLUTIONS

Reports | User Admin | Class Management | Admin Home | Help

User Listing

Add User | List Users

By Last Name: By Username: Letter of Last Name:

Show Active Users

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW	EDIT
ACKERMAN	ALVIN	KANHPADA	KSKHPQ000	JAN 10, 2014			
ADKINS	BONNIE	KANHPBD1	KSKHPQ000	MAY 13, 2013			
AGGSON	DAVE	KANHPDAA	KSKHPQ000	OCT 10, 2014			
AKINS	ERIC	KANHPECA	KSKHPQ000	JUN 12, 2014			
ALBERS	DAVID	KANHPDMA	KSKHPQ000	FEB 3, 2014			
ALBERTSEN	ALLISON	SLNHPAAA	KSKHPQ000	JAN 21, 2013			
ALEXANDER	PAUL	KANHPPFA	KSKHPQ000	NOV 22, 2013			

Click “Add User” at the top of the page

ADDING USERS INTO nexTEST

- Use all Upper Case letters.
- Enter the new user's name.
- The only choice available for ORI will be your agency's.
- The only choice available under "Certification Level" is "Awaiting Training."
- Enter the date the new user was fingerprinted.
- Enter the KACIS assigned User Name.
- Enter your agency's ORI as the password for each user and repeat for confirmation.
- The "Minimum Retest Time" is defaulted to "1 second" and "Status" is defaulted to "Active."
- Check the box next to "CJIS Security & Awareness" for all users.

Kansas Highway Patrol

nexTEST
CJIS TESTING

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SOLUTIONS

Navigation Admin Home Help

Add User


*** Required Fields**

First Name: *

Middle Initial:

Last Name: *

ORI: *

Find ORI 

Certification Level:

Certification Expiration:

Training Date:

Finger Print Date:

User Name: *

Password: *




Confirm Password: *

Minimum Retest Time: 1 Second

Status: Active

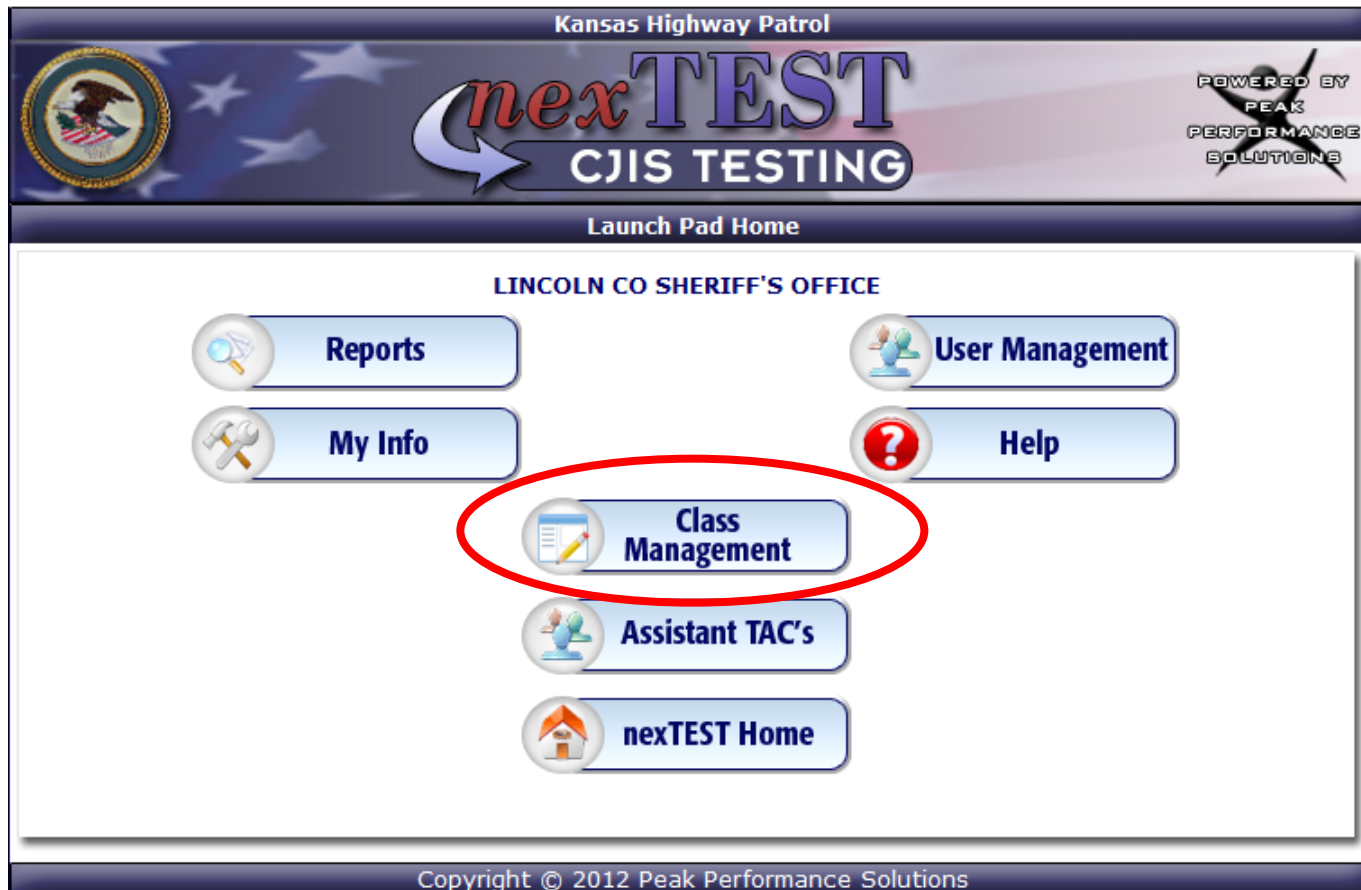
Multiple User IDs: ☐

Other Certifications

Certification Level	Expiration Date
<input type="checkbox"/> CJIS Security & Awareness	<input type="text"/> 
<input type="checkbox"/> Local Agency Security Officer	<input type="text"/> 
<input type="checkbox"/> TAC Training	<input type="text"/> 

Once you have confirmed all data is correct,
click "submit"

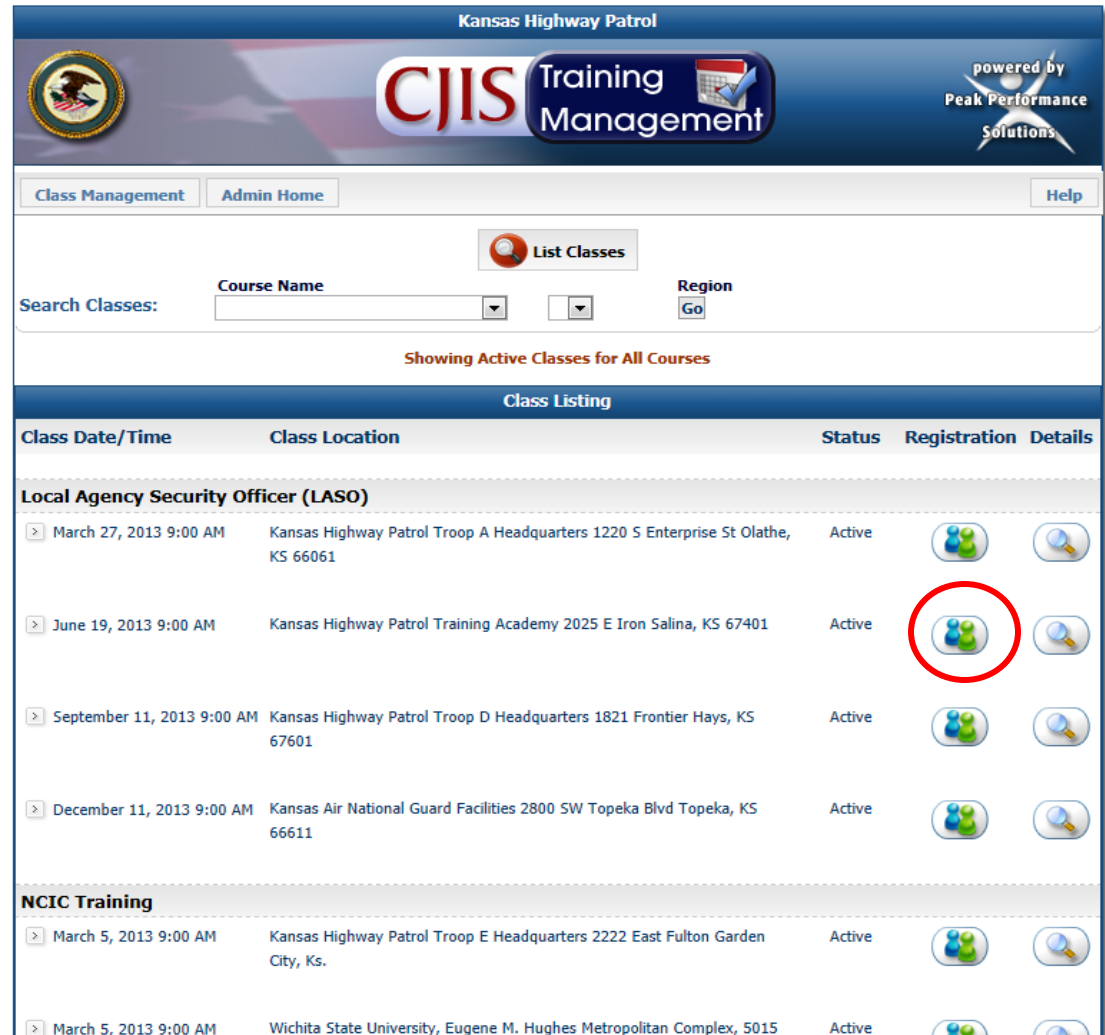
REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE






Click on “Class Management.”

REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE

- Locate the desired class, date and location from the list of available classes (there are multiple pages so you will have to click “next” to view additional pages).
- Click on the “Registration” icon associated with the desired class.



The screenshot displays the 'Kansas Highway Patrol Training Management' web application. The header includes the Kansas Highway Patrol logo, the 'CJIS Training Management' logo, and a 'powered by Peak Performance Solutions' badge. Below the header, there are navigation tabs for 'Class Management' and 'Admin Home', and a 'Help' link. A 'List Classes' button is visible. A search section labeled 'Search Classes:' includes a 'Course Name' dropdown, a 'Region' dropdown, and a 'Go' button. Below the search section, a message states 'Showing Active Classes for All Courses'. The main content area is titled 'Class Listing' and contains a table with columns: 'Class Date/Time', 'Class Location', 'Status', 'Registration', and 'Details'. The table lists several classes, including 'Local Agency Security Officer (LASO)' and 'NCIC Training'. The 'Registration' column for the class on June 19, 2013, is circled in red, indicating the target for registration.

Class Date/Time	Class Location	Status	Registration	Details
Local Agency Security Officer (LASO)				
> March 27, 2013 9:00 AM	Kansas Highway Patrol Troop A Headquarters 1220 S Enterprise St Olathe, KS 66061	Active		
> June 19, 2013 9:00 AM	Kansas Highway Patrol Training Academy 2025 E Iron Salina, KS 67401	Active		
> September 11, 2013 9:00 AM	Kansas Highway Patrol Troop D Headquarters 1821 Frontier Hays, KS 67601	Active		
> December 11, 2013 9:00 AM	Kansas Air National Guard Facilities 2800 SW Topeka Blvd Topeka, KS 66611	Active		
NCIC Training				
> March 5, 2013 9:00 AM	Kansas Highway Patrol Troop E Headquarters 2222 East Fulton Garden City, Ks.	Active		
> March 5, 2013 9:00 AM	Wichita State University, Eugene M. Hughes Metropolitan Complex, 5015	Active		

REGISTERING USERS VIA nexTEST FOR CLASS ATTENDANCE

- Under the “Students Not Registered” Column on the left side of the page, enter the last name of your intended registrant and click “go” or press the “enter” key.

The screenshot shows the 'Registration' page for 'NCIC Training' on March 6, 2013. The 'Students Not Registered' column is circled in red. The 'Students Registered' column on the right contains a table with the following data:

Name	Agency Name	Withdraw
CHALFANT, ALICIA	BROWN CO SHERIFF'S OFFICE	N/A
EBEL, CHRISTOPHER	BROWN CO SHERIFF'S OFFICE	N/A
KEIGHLEY, CAROL	KANSAS CAPITOL POLICE	N/A

The screenshot shows the 'Registration' page with the 'Students Registered' column circled in red. The 'Students Not Registered' column on the left contains a table with the following data:

Name	Agency Name	Enroll
WALKER, MANDY	KANSAS HIGHWAY PATROL	
WALKER, SCOTT	KANSAS HIGHWAY PATROL	

The 'Enroll' button icon is circled in red.

- When you've located your intended user in this column, click the “Enroll” icon next to that user's name to add the user to the “Students Registered” column on the right side of the page.

REMOVING A USER FROM A CLASS ROSTER

The screenshot displays the 'Registration' section of the 'CJIS Training Management' system for the 'Kansas Highway Patrol'. The interface shows details for a 'Course: NCIC Training' and 'Class: March 6, 2013 9:00 AM'. It indicates that 4 students are currently registered out of a maximum of 50. The page is divided into two main sections: 'Students Not Registered' and 'Students Registered'. Both sections have search filters set to 'walker' and show search results. In the 'Students Registered' section, a table lists the registered users. The 'Withdraw' icon, represented by a red circle with a minus sign, is circled in red in the original image, indicating how to remove a user from the roster.

Registration
Course: NCIC Training
Class: March 6, 2013 9:00 AM

Number of Students Registered: 4 Max Students: 50

Students Not Registered

Search By Last Name Go
walker
Search Results By Name: walker

Name	Agency Name	Enroll
WALKER, SCOTT	KANSAS HIGHWAY PATROL	

Students Registered

Search By Last Name Go List Users
walker
Search Results By Name: walker

Name	Agency Name	Withdraw
WALKER, MANDY	KANSAS HIGHWAY PATROL	

In the “Students Registered” column, you may remove a specific user from a class roster by clicking on the “Withdraw” icon next to the user’s name.

MONITORING CERTIFICATION STATUS



Click on “Reports.”

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

nexTEST
CJIS TESTING

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SOLUTIONS

Reports | User Admin | Admin Home | Help

Reports

Standard Reports

- Test Activity Report
- Expiration Report**
- Print Certificates
- Finger Print Report

Customized Reports

- Non-NCIC Certification Expiration Report
- Other Certification Expiration Report
- User Certification Level Listing Report

nexTEST Home

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Select “Expiration Report.”

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

nexTEST
CJIS TESTING

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Navigation Admin Home Help

Expiration Report for Agency Operators

Show Active Only

All Agencies

☒ **By Month** August 2014

☐ **By Time Period** From August 2014 To August 2014

☐ **Very Specific** From August 18 2014 To August 18 2014

☐ **All Dates in Data Base**

Submit Reset

nexTEST Home

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Use the dropdown box to select which users you would like to display. (The default is to “show active only.” The other available choices are “show active/inactive users”, “show inactive only”, “show all users.”)

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

nexTEST
CJIS TESTING

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Navigation Admin Home | Help

Expiration Report for Agency Operators

Show Active Only

All Agencies

☒ **By Month** August 2014

☐ **By Time Period** From August 2014
To August 2014

☐ **Very Specific** From August 18 2014
To August 18 2014

☐ **All Dates in Data Base**

 **nexTEST Home**

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The default is to produce the expiration report for the current month.

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

nexTEST
CJIS TESTING

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Navigation Admin Home Help

Expiration Report for Agency Operators

Show Active Only

All Agencies

☒ By Month

☐ By Time Period From To

☐ Very Specific From To




☐ All Dates in Data Base

nexTEST Home

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For most agencies, it will likely be preferable to select “All Dates in the Data Base,” which is actually all users associated with the agency.


MONITORING CERTIFICATION STATUS




Reports | User Admin | Admin Home | Help

Expiration Report for Agency Operators

Show 

Sort By 

 [Print Report](#)

[Search Again](#)

Showing By Month
(Active Users Only)

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
BALLINGER, KIP	KANHPKCB	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 25, 2012
BEABOUT, ROBERT	KANHPRCB	KSKHPQ000	Limited Access NCIC Certification	Wed Aug 1, 2012
FERGUSON, PAULINE	KANHPPKF	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 18, 2012
LYTTON, ROBERT	KANHPAL1	KSKHPQ000	Limited Access NCIC Certification	Fri Aug 24, 2012
MOOMAU, KYLE	KANHPKLM	KSKHPQ000	Limited Access NCIC Certification	Sun Aug 12, 2012
MORRIS, SCOTT	KANHPSBM	KSKHPQ000	Limited Access NCIC Certification	Sun Aug 12, 2012
NOLTE, RYAN	KANHPRFN	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 18, 2012
PAIGE, TIM	KANHPTLP	KSKHPQ000	Limited Access NCIC Certification	Fri Aug 24, 2012

Showing 1 - 8 of 8

By system default, the resulting list is arranged alphabetically but...

MONITORING CERTIFICATION STATUS



Kansas Highway Patrol

nexTEST
CJIS TESTING

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Reports User Admin Admin Home Help

Expiration Report for Agency Operators

Show

Sort By
Sort By
Last Name
Expiration Date

Print Report

Showing All Dates
(Active Users Only)

Search Again

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
---------------	---------	-----	------------	-----------------

...you can select to sort by expiration date.

This will place the expired, or nearest to expiration, users at the top of the list.


MONITORING CERTIFICATION STATUS

BALDWIN, JESSE	KANHPJL2	KSKHPQ000	Limited Access NCIC Certification	Sun Jan 12, 2014
BALES, DAVID	KANHPDSB	KSKHPQ000	Limited Access NCIC Certification	Fri Jun 6, 2014
BALLINGER, KIP	KANHPKCB	KSKHPQ000	Limited Access NCIC Certification	Sat Aug 25, 2012

Showing 1 - 20 of 529

Pick a Page

Next Listing

 nexTEST Home

For larger agencies, the list of users may continue on additional pages.

Click “Next Listing” to view the next page.

MONITORING CERTIFICATION STATUS



By selecting “User Management” again...

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

nexTEST
CJIS TESTING

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SOLUTIONS

Reports | User Admin | Admin Home | Help

User Listing

List Users

By Last Name:

By Username:

Letter of Last Name:

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
...

...an Administrator can search for users by Last Name, Username or by simply the first letter of a last name.

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

 **nexTEST** CJIS TESTING POWERED BY PEAK PERFORMANCE SOLUTIONS

Reports | User Admin | Admin Home | Help

User Listing

[List Users](#)

By Last Name: By Username: Letter of Last Name:

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
AREHART	WILLIAM	KANHPWLA	KSKHPQ000	JUL 9, 2014		

With a specific user identified, select “Tests”.

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

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Reports | User Admin | Admin Home | Help

Viewing Tests for WILLIAM AREHART

[Back to User Listing](#)

ORI: KSKHPQ000

Primary Certification Level: Full Access NCIC Certification

TEST DATE	TEST NAME	TEST SCORE (IN %)	GRADE	TEST TIME	CERTIFICATES
Mon Jul 9, 2012	Full Access NCIC Certification	98.0	Pass	0:10:56	 

 [nextEST Home](#)

This provides the test date, test score and grade for the selected user. You can also print off a certificate of training for your agency records.

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

 **nexTEST** CJIS TESTING 

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Reports | User Admin | Admin Home | Help

User Listing

[List Users](#)

By Last Name: By Username: Letter of Last Name:

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
AREHART	WILLIAM	KANHPWLA	KSKHPQ000	JUL 9, 2014		

Showing 1 - 1 of 1



 [nexTEST Home](#)

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Clicking “View” next to an individual user’s name...

MONITORING CERTIFICATION STATUS

Kansas Highway Patrol

 **nexTEST** CJIS TESTING 



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SOLUTIONS


Reports | User Admin | Admin Home | Help

User Listing

[List Users](#)

By Last Name: [Go](#) By Username: [Go](#) Letter of Last Name: [Show Active Users](#)

LAST NAME	FIRST NAME	USER NAME	ORI	EXPIRATION	TESTS	VIEW
AREHART	WILLIAM	KANHPWLA	KSKHPQ000	JUL 9, 2014		

» User Details: WILLIAM AREHART 

Username	Agency Name	Finger Print Date	Retest Time	Status
KANHPWLA	KANSAS HIGHWAY PATROL	OCT 18, 2000	1 Second	Active

Primary Certification

Certification Level	Expiration Date	Training Date
Full Access NCIC Certification	JUL 9, 2014	N/A

Other Certifications

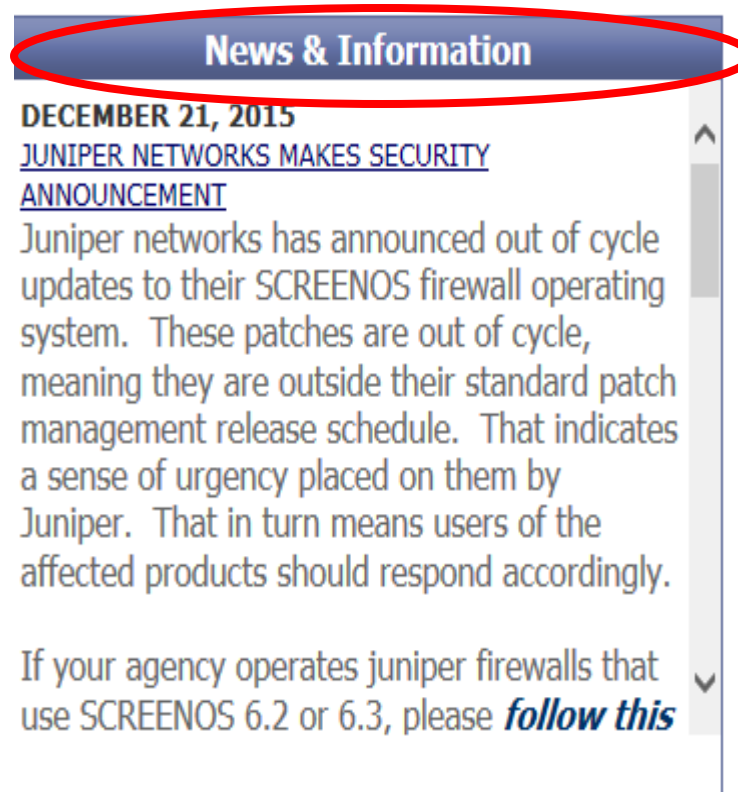
Certification Level	Expiration Date
CJIS Security & Awareness	N/A
TAC Training	N/A

Showing 1 - 1 of 1

...will display the “user details” for the selected user including username, agency, certification level and expiration date.

CJIS LAUNCH PAD

“News & Information” is available on the CJIS Launch Pad website for announcements of any changes or newsworthy happenings.



CJIS LAUNCH PAD

KANSAS HIGHWAY PATROL

CJIS

LAUNCH PAD

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Applications

CJIS Audit

CJIS Manuals

CJIS Links

nexTEST

CJIS Documents

CJIS Training

News & Information

June 30, 2014

[Next Generation Identification \(NGI\) News](#)

The FBI's Next Generation Identification (NGI) Program Office recently mailed a letter to state CJIS System Officers (CSO) with a status update for the Increment 4 deployment now set for August 2014. The letter is ***posted HERE***. More information on NGI can be found in the ***NGI folder of CJIS Documents***.

June 30, 2014

[WINDOWS XP NO LONGER COMPLIANT WITH POLICIES](#)

Windows XP reached end of life (EOL) for support April 8, 2014, prompting a number of inquiries.

Full Admin

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CJIS Audit will be utilized to complete on-line Audit Questionnaires.

CJIS AUDIT

Only those previously designated in the system as an Agency Administrator or Assistant Administrator may access “Agency Login”.



The “FullAdmin Login” is reserved for members of the KHP CJIS Unit.

CJIS Audit



Kansas Highway Patrol

 **CJIS Audit** 

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TAC Login

User Name:

Password:

 **Home**

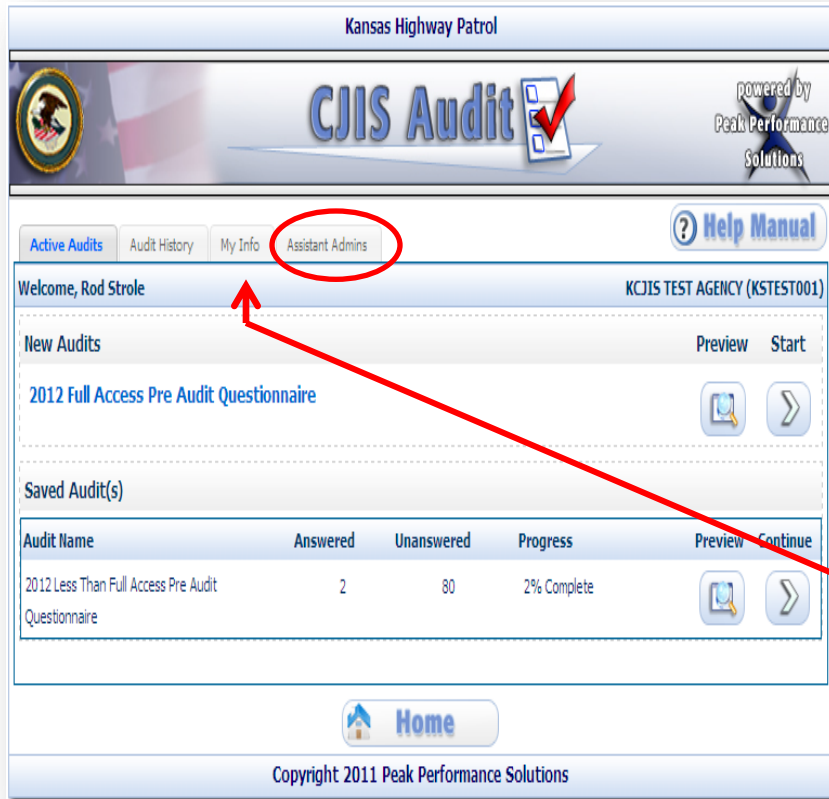
Copyright 2006 Peak Performance Solutions

User Name = KCJIS User ID (not case sensitive)

Password = Agency's ORI (case sensitive...all letters must be UPPER case)

CJIS Audit – TAC/Assistant TAC Login

Main TAC/Agency Admin Screen



Kansas Highway Patrol

CJIS Audit powered by Peak Performance Solutions

Active Audits Audit History My Info **Assistant Admins** Help Manual

Welcome, Rod Strole KCJIS TEST AGENCY (KSTEST001)

New Audits Preview Start

2012 Full Access Pre Audit Questionnaire

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Less Than Full Access Pre Audit Questionnaire	2	80	2% Complete		

Home

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Assistant TAC's/Admin Screen



Kansas Highway Patrol

CJIS Audit powered by Peak Performance Solutions

Active Audits Audit History My Info Help Manual

Welcome, WILLIAM AREHART KCJIS TEST AGENCY (KSTEST001)

New Audits Preview Start

2012 Full Access Data Quality Audit

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Full Access Pre Audit Questionnaire	25	124	17% Complete		

Home

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All “Admins” can change their Password under the “My Info” tab. However, only the Agency Admin/Primary TAC will have access to an additional tab to assign/un-assign any designated “Assistant Admins” for the agency.

CJIS Audit – “My Info” Tab

The screenshot shows the 'CJIS Audit' web application interface for the 'Kansas Highway Patrol'. The top header includes the application title, a logo, and a 'powered by Peak Performance Solutions' badge. Below the header is a navigation bar with tabs: 'Active Audits', 'Audit History', 'My Info' (highlighted with a red circle), and 'Assistant Admins'. A 'Help Manual' link is also present. The main content area is titled 'My Info' and 'KANSAS HIGHWAY PATROL (KSKHPQ000)'. It contains two sections: 'Change Email Address' and 'Change Password'. The 'Change Email Address' section has input fields for 'Email Address' and 'CC Email Address', with 'Save' and 'Reset' buttons. The 'Change Password' section has input fields for 'Password' and 'Verify Password', with 'Save' and 'Reset' buttons. A 'Home' button is located at the bottom of the main content area. The footer displays 'Copyright 2011 Peak Performance Solutions'.

Note! “CJIS Audit” is an application separate from “nexTEST”. Designations or changes made in one application may not carry over into the other application. So, be sure to make appropriate changes to both nexTEST and CJIS Audit.

Email Notifications



Kansas Highway Patrol

CJIS Audit 

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Active Audits Audit History **My Info** Assistant Admins [? Help Manual](#)

My Info KANSAS HIGHWAY PATROL (KSKHPQ000)

Change Email Address

Email Address:

CC Email Address:

Change Password

Password:

Verify Password:

 **Home**

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In order to receive email notifications concerning outstanding audit documents, an Agency Administrator/Primary TAC will need to include his/her email address and any additional Assistant Administrator('s) email address(es) as deemed necessary. Multiple addresses can be inputted, simply separate them with a semicolon.

CJIS Audit – “Assistant Admins” Tab

Reminder! Only the main TAC/Administrator will have this option.

Kansas Highway Patrol

CJIS Audit powered by Peak Performance Solutions

Active Audits Audit History My Info **Assistant Admins** ? Help Manual

Assistant Admin Management KANSAS HIGHWAY PATROL (KSKHPQ000)

Assign Assistant Admins

Last Name	First Name	User ID	Remove
Strole	Rod	TPKHQRAS	<input type="button" value="Remove"/>

Home

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Again! “CJIS Audit” is an application separate from “nexTEST”. Any previous designations of Assistant Admins within nexTEST will not carry over into CJIS Audit. The reverse is true as well.

Administrators and Assistant Administrators

If/when an agency submits a KCJIS 188, Agency Contact Form, indicating an addition or change in relation to the primary or alternate TAC designations, the KHP CJIS Unit will review the Administrator and Assistant Administrator(s) as noted within both the nexTEST and CJIS Audit applications.

The “Admin” designations in both applications will be updated, as necessary, to coincide with the information submitted via the KCJIS 188 form.

CJIS Audit – “Active Audits” Tab

The screenshot displays the 'CJIS Audit' web application interface for the 'Kansas Highway Patrol'. The header includes the agency name, a logo, and the text 'powered by Peak Performance Solutions'. Below the header, there are navigation tabs: 'Active Audits' (selected), 'Audit History', and 'My Info'. A 'Help Manual' link is also present. The main content area shows a welcome message for 'WILLIAM AREHART' and the agency 'KCJIS TEST AGENCY (KSTEST001)'. Under the 'New Audits' section, there is a list item '2012 Full Access Data Quality Audit' with 'Preview' and 'Start' buttons. Below this, the 'Saved Audit(s)' section contains a table with audit details.

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Full Access Pre Audit Questionnaire	25	124	17% Complete		

At the bottom of the interface, there is a 'Home' button and a copyright notice: 'Copyright 2011 Peak Performance Solutions'.

Any “new” audits assigned for completion by the agency will be displayed.

Any “work in progress” audits will be displayed under “Saved Audit(s)” with the level of completion indicated.

CJIS Audit – Active Audits Tab – Preview Audit

Kansas Highway Patrol

CJIS Audit 

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[Active Audits](#) [Audit History](#) [My Info](#) [? Help Manual](#)

Welcome, **WILLIAM AREHART** **KCJIS TEST AGENCY (KSTEST001)**

New Audits

2012 Full Access Data Quality Audit

Preview **Start**

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Full Access Pre Audit Questionnaire	25	124	17% Complete		

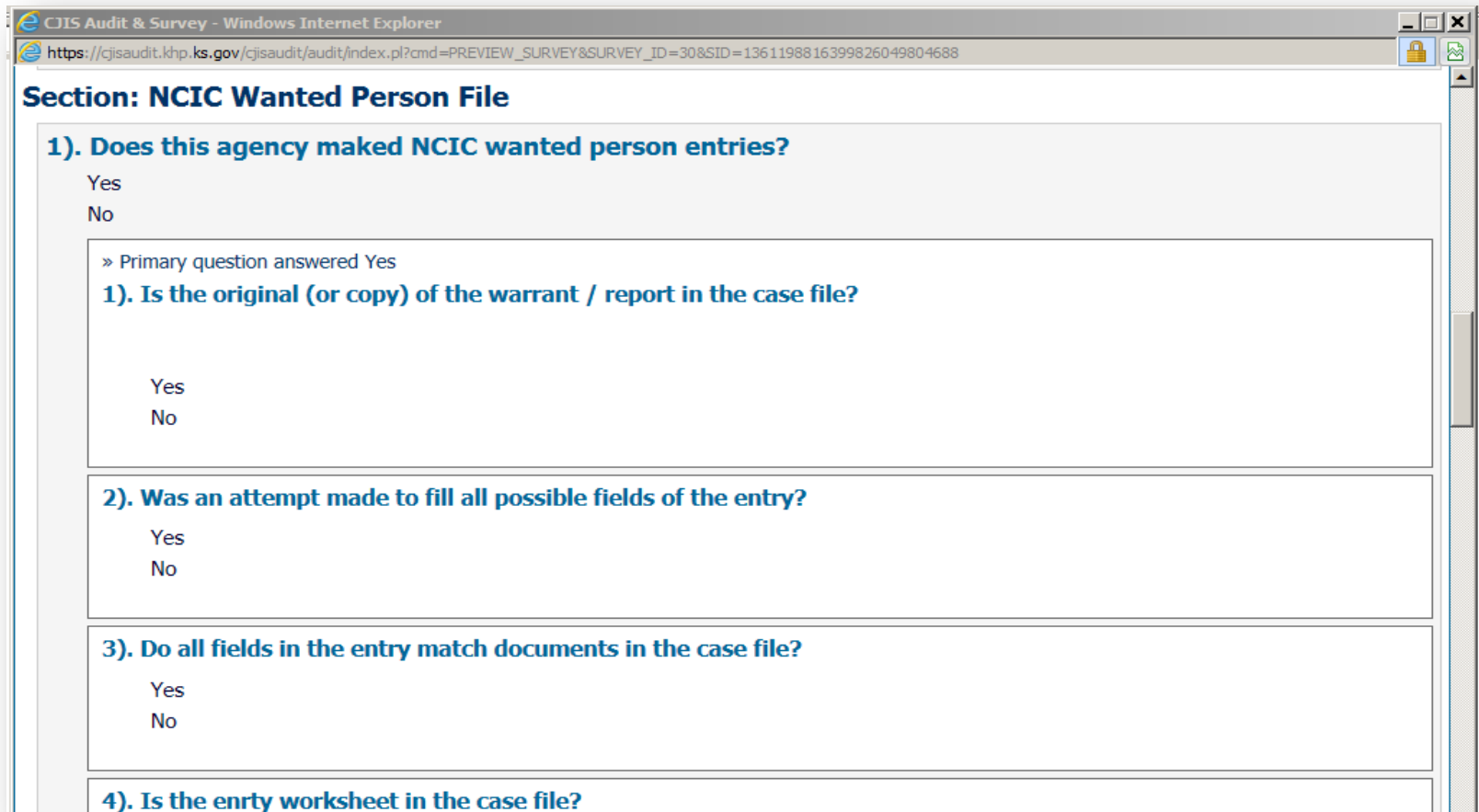
 **Home**

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Clicking the “Preview” icon...

CJIS Audit – Active Audits Tab – Preview Audit

...allows the administrator(s) to preview the audit questions.



The screenshot shows a web browser window titled "CJIS Audit & Survey - Windows Internet Explorer". The address bar displays the URL: https://cjsaudit.khp.ks.gov/cjsaudit/audit/index.pl?cmd=PREVIEW_SURVEY&SURVEY_ID=30&SID=1361198816399826049804688. The main content area is titled "Section: NCIC Wanted Person File". It contains a list of audit questions, each with "Yes" and "No" response options. The questions are as follows:

- 1). Does this agency make NCIC wanted person entries?**
 - Yes
 - No
- » Primary question answered Yes**
 - 1). Is the original (or copy) of the warrant / report in the case file?**
 - Yes
 - No
- 2). Was an attempt made to fill all possible fields of the entry?**
 - Yes
 - No
- 3). Do all fields in the entry match documents in the case file?**
 - Yes
 - No
- 4). Is the entry worksheet in the case file?**

A user can also right-click and print a copy of the questions.

CJIS Audit – Active Audits Tab – Start Audit

Kansas Highway Patrol

 powered by Peak Performance Solutions

[Active Audits](#) [Audit History](#) [My Info](#) [? Help Manual](#)

Welcome, WILLIAM AREHART KCJIS TEST AGENCY (KSTEST001)

New Audits

	Preview	Start
2012 Full Access Data Quality Audit		

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Full Access Pre Audit Questionnaire	25	124	17% Complete		


 [Home](#)

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Clicking the “Start” icon...

CJIS Audit – Active Audits Tab – Start Audit

Kansas Highway Patrol



CJIS Audit



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Audit User: WILLIAM AREHART Audit Name: 2012 Full Access Data Quality Audit Questions in Audit: 8

Audit Progress: 0% Answered: 0 of 8 questions

Audit Section: NCIC Wanted Person File

1

Does this agency make NCIC wanted person entries?

☐ Yes


☐ No

Save and Continue »

Close and Finish Later

Skip

Question

 Home

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Save and Continue will save your answer to this question and take you to the next question.

CJIS Audit – Active Audits Tab – Start Audit

Kansas Highway Patrol

CJIS Audit

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Audit User: WILLIAM AREHART Audit Name: 2012 Full Access Data Quality Audit Questions in Audit: 8

Audit Progress: 0% Answered: 0 of 8 questions

Audit Section: NCIC Wanted Person File

1 Does this agency make NCIC wanted person entries?

☐ Yes

☐ No

Save and Continue » **Close and Finish Later** Skip

Question


Home

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Close and Finish Later does not save that answer. It will “bookmark” where you left off so you will be returned to the same question when you re-visit the audit.

CJIS Audit – Active Audits Tab – Start Audit

Kansas Highway Patrol

CJIS Audit 

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Solutions

Audit User: WILLIAM AREHART Audit Name: 2012 Full Access Data Quality Audit Questions in Audit: 8

Audit Progress: 0% Answered: 0 of 8 questions


Audit Section: NCIC Wanted Person File

1 Does this agency make NCIC wanted person entries?

☐ Yes

☐ No

Save and Continue » Close and Finish Later **Skip**

 **Home**

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Skip Question will skip that question and return to it later.

All questions must have an answer before submitting for review. 198

CJIS Audit – Active Audits Tab – Saved Audits

The screenshot displays the CJIS Audit web application interface. At the top, the header includes the Kansas Highway Patrol logo, the title "CJIS Audit" with a red checkmark icon, and the text "powered by Peak Performance Solutions". Below the header, there are navigation tabs: "Active Audits" (selected), "Audit History", "My Info", and "Assistant Admins". A "Help Manual" link is also present. The main content area shows a welcome message for "Rod Strole" and the agency "KCJIS TEST AGENCY (KSTEST001)". Under the "New Audits" section, there is a link for "2012 Full Access Pre Audit Questionnaire" with "Preview" and "Start" buttons. Below this, the "Saved Audit(s)" section is circled in red. It contains a table with the following data:


Audit Name	Answered	Unanswered	Progress	Preview	Continue
2011 KCJIS Technology Security Audit	0	60	0% Complete		
2012 Less Than Full Access Pre Audit Questionnaire	2	80	2% Complete		

At the bottom of the interface, there is a "Home" button and a copyright notice: "Copyright 2011 Peak Performance Solutions".

The progress of any audits for which “Close and Finish Later” was chosen will be displayed under “Saved Audit(s)”.

CJIS Audit – Active Audits Tab – Finalize Audit

Kansas Highway Patrol

CJIS Audit 

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Finalize Audit

ORI: KSTEST001

**You have successfully answered all questions for the following audit:
2011 KCJIS Technology Security Audit**

To Save the audit for later click the following button:


[Save For Later](#)

To Review the audit click the following button:

[Review Audit](#)

To complete and finalize the audit click the following button:

[Complete Audit](#)


 **Home**

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Save for Later saves your answers but does not yet submit your questionnaire to the KHP CJIS Unit.

CJIS Audit – Active Audits Tab – Finalize Audit

Kansas Highway Patrol

CJIS Audit 

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Solutions

Finalize Audit

ORI: KSTEST001

**You have successfully answered all questions for the following audit:
2011 KCJIS Technology Security Audit**

To Save the audit for later click the following button:


[Save For Later](#)

To Review the audit click the following button:

[Review Audit](#)

To complete and finalize the audit click the following button:

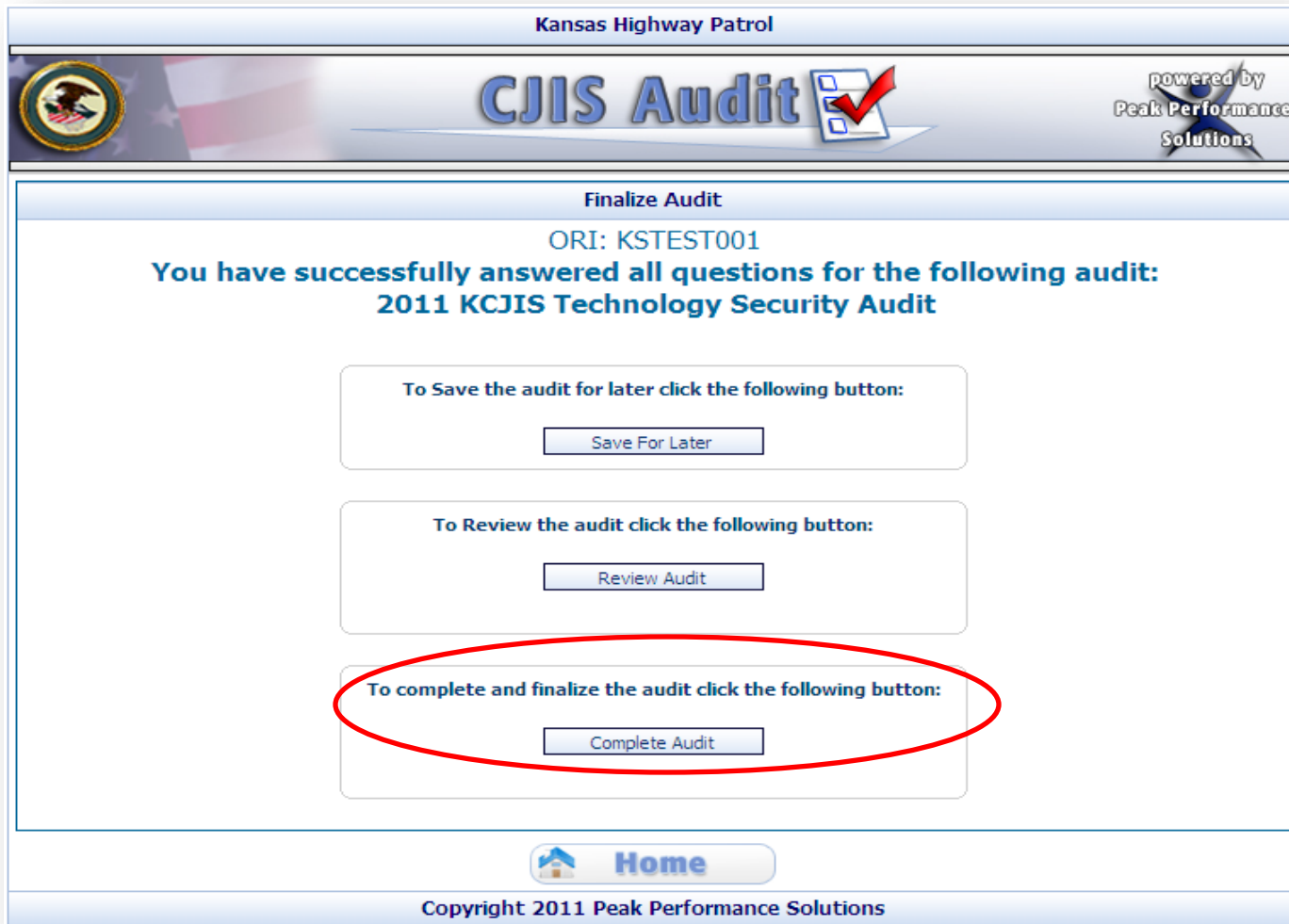
[Complete Audit](#)

 **Home**

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Review Audit allows you to review the audit and change any of your answers prior to submitting the questionnaire as “completed”.

CJIS Audit – Active Audits Tab – Finalize Audit



Kansas Highway Patrol

CJIS Audit powered by Peak Performance Solutions

Finalize Audit

ORI: KSTEST001

**You have successfully answered all questions for the following audit:
2011 KCJIS Technology Security Audit**

To Save the audit for later click the following button:

[Save For Later](#)

To Review the audit click the following button:

[Review Audit](#)

To complete and finalize the audit click the following button:

[Complete Audit](#)

[Home](#)

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Complete Audit submits the audit for KHP Auditor review.

CJIS Audit – Active Audits Tab – Pending Audits

The screenshot displays the 'CJIS Audit' web application interface for the 'Kansas Highway Patrol'. The top navigation bar includes 'Active Audits', 'Audit History', 'My Info', and 'Assistant Admins'. A 'Help Manual' link is also present. The main content area is divided into three sections: 'New Audits', 'Saved Audit(s)', and 'Pending Audit(s)'. The 'New Audits' section shows a '2012 Full Access Pre Audit Questionnaire' with 'Preview' and 'Start' buttons. The 'Saved Audit(s)' section contains a table with columns for 'Audit Name', 'Answered', 'Unanswered', 'Progress', 'Preview', and 'Continue'. The 'Pending Audit(s)' section contains a table with columns for 'Audit Name', 'Date Completed', 'Review', 'Notes', 'Compliance', and 'Status'. The 'Status' column for the '2011 KCJIS Technology Security Audit' is circled in red, showing a 'Pending Review' status with a magnifying glass icon. The bottom of the page features a 'Home' button and a copyright notice for 2011 Peak Performance Solutions.

Kansas Highway Patrol

CJIS Audit

powered by Peak Performance Solutions

[Active Audits](#) [Audit History](#) [My Info](#) [Assistant Admins](#) [Help Manual](#)

Welcome, Rod Strole KCJIS TEST AGENCY (KSTEST001)

New Audits Preview Start

2012 Full Access Pre Audit Questionnaire

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Less Than Full Access Pre Audit Questionnaire	2	80	2% Complete		

Pending Audit(s)

Audit Name	Date Completed	Review	Notes	Compliance	Status
2011 KCJIS Technology Security Audit	June 5, 2012		N/A	N/A	Pending Review

Showing 1 - 1 of 1

[Home](#)

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The status of any “Completed” audits that are being reviewed by the KHP CJIS Unit can be found under “Pending Audits”.

CJIS Audit – Active Audits Tab – Pending Audits

The screenshot displays the CJIS Audit web application interface for the Kansas Highway Patrol. The header includes the agency name, a logo, and the text 'powered by Peak Performance Solutions'. The main navigation bar shows 'Active Audits' as the selected tab, along with 'Audit History', 'My Info', and 'Assistant Admins'. A 'Help Manual' link is also present. The user is logged in as 'Rod Strole' at 'KCJIS TEST AGENCY (KSTEST001)'. The interface is divided into three sections: 'New Audits', 'Saved Audit(s)', and 'Pending Audit(s)'. The 'New Audits' section shows a '2012 Full Access Pre Audit Questionnaire' with 'Preview' and 'Start' buttons. The 'Saved Audit(s)' section contains a table with columns for 'Audit Name', 'Answered', 'Unanswered', 'Progress', 'Preview', and 'Continue'. The 'Pending Audit(s)' section contains a table with columns for 'Audit Name', 'Date Completed', 'Review', 'Notes', 'Compliance', and 'Status'. The 'Status' column for the '2011 KCJIS Technology Security Audit' shows a 'Response Required' button, which is circled in red. The footer includes a 'Home' button and copyright information for 2011 Peak Performance Solutions.

Kansas Highway Patrol

CJIS Audit

powered by Peak Performance Solutions

Active Audits Audit History My Info Assistant Admins Help Manual

Welcome, Rod Strole KCJIS TEST AGENCY (KSTEST001)

New Audits Preview Start

2012 Full Access Pre Audit Questionnaire

Saved Audit(s)

Audit Name	Answered	Unanswered	Progress	Preview	Continue
2012 Less Than Full Access Pre Audit Questionnaire	2	80	2% Complete		

Pending Audit(s)

Audit Name	Date Completed	Review	Notes	Compliance	Status
2011 KCJIS Technology Security Audit	June 5, 2012		N/A	N/A	Response Required

Showing 1 - 1 of 1

Home

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Following review by an auditor, a **Response Required** button will appear if compliance issues were found. Click this button to review the compliance issues and submit a response.


CJIS Audit – Active Audits Tab – Compliance Report

FULL ACCESS AUDIT QUESTIONNAIRE

Agency Information: KCJIS TEST AGENCY - (KSTEST001)

Submitted By: Test User - On: March 27, 2013

Out of Compliance Report with Agency Responses




Out of Compliance Report

THE KANSAS AUDIT PROGRAM IS CONDUCTED TO ASCERTAIN THE EXTENT TO WHICH KANSAS CRIMINAL JUSTICE AGENCIES COMPLY WITH FEDERAL AND STATE LAWS AND POLICIES REGARDING THE COLLECTION, STORAGE AND DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION. THE AUDIT ALSO INSURES THAT AGENCIES ARE COMPLYING WITH GUIDELINES AND POLICIES SET BY THE INTERNATIONAL JUSTICE AND PUBLIC SAFETY INFORMATION SHARING NETWORK (NLETS), NATIONAL CRIME INFORMATION CENTER (NCIC), CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) AND THE KANSAS CRIMINAL JUSTICE INFORMATION SYSTEM (KCJIS). THE STEPS USED TO ASSESS THE AGENCY'S RELATED POLICIES AND PROCEDURES ARE A POLICY COMPLIANCE REVIEW AND A DATA QUALITY REVIEW. LISTED BELOW IS A DESCRIPTION OF EACH METHOD.

POLICY COMPLIANCE REVIEW: DURING THE LOCAL AGENCY AUDIT PROCESS, AN ADMINISTRATIVE INTERVIEW IS CONDUCTED WITH APPROPRIATE PERSONNEL, USUALLY THE TERMINAL AGENCY COORDINATOR (TAC). THE INTERVIEW IS A TOOL USED TO DETERMINE COMPLIANCE WITH NCIC/KCJIS POLICY REQUIREMENTS INCLUDING THOSE GOVERNING USE OF THE INTERSTATE IDENTIFICATION INDEX (III), VALIDATIONS, HIT CONFIRMATIONS AND SECURITY.

DATA QUALITY REVIEW: IN CONJUNCTION WITH THE INTERVIEW, AN ON-SITE DATA QUALITY REVIEW IS CONDUCTED. THIS ENTAILS A COMPARISON OF KCJIS RECORDS AGAINST AGENCY CASE FILES. THE ACCURACY, COMPLETENESS AND ENTRY/REMOVAL OF RECORDS ARE VERIFIED DURING THIS DATA QUALITY REVIEW. RECORDS CONTAINING INACCURATE OR INCOMPLETE DATA AND RECORDS THAT WERE REMOVED IN AN UNTIMELY MANNER ARE DOCUMENTED FOR EVALUATION AND APPROPRIATE ACTION BY THE LOCAL AGENCY AND/OR THE CJIS SYSTEMS AGENCY (CSA).

Item:	1
Section Name:	WANTED PERSON FILE
Question:	Does your agency enter NCIC records in the Wanted Person File?
 Out of Compliance Sub Question(s)	
Item:	1.1
Section Name:	WANTED PERSON FILE
Question:	Prior to a warrant being issued, would your agency utilize the "ET" message key to enter a Temporary Felony Want record?
User Answer:	I have read and understand the following statement.

Any “Out-of-Compliance” issues noted by the auditor will be detailed for the agency’s review/correction/response.

CJIS Audit – Active Audits Tab – Compliance Report

Out of Compliance Report with Agency Responses

Item:	1
Section Name:	Security Awareness Training
Question:	Have all personnel with authorized KCJIS system access or access to Secure KCJIS facilities receive security awareness training within six months of employment or assignment and at least every two years thereafter?
User Answer:	No
Out of Compliance Response:	KCJIS Policy and Procedure Manual -- Section E -- Training -- 6.00-6.30 6.00 Security Awareness Training 6.10 For all personnel with authorized KCJIS system access or access to Secure KCJIS facilities security awareness training shall be administered within six months of employment or assignment and at least every two years thereafter. 6.20 The employing agency's LASO shall be responsible for securing this training and associated record keeping. 6.30 Security awareness topics may vary based on the role and level of access of each individual. Refer to Appendix C (of the KCJIS Policy and Procedure Manual) for further details.
Agency Response:	

Click the “Edit” button to enter your agency’s response to each individual compliance issue raised by the auditor.

CJIS Audit – Active Audits Tab – Compliance Report

Agency Response: *Editing...* Edit

Editing Agency Response ×

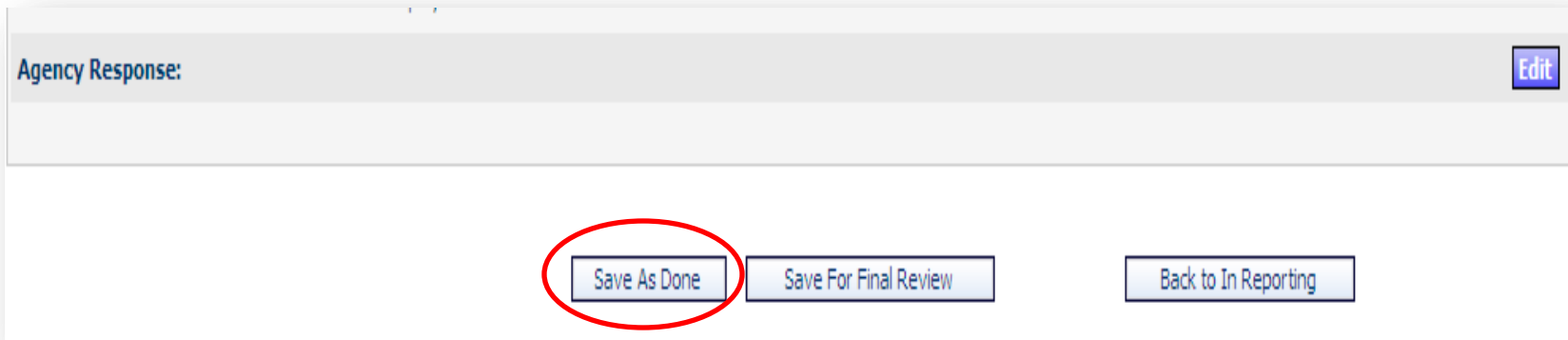
B *I* U [Undo] [Redo] [Link] [Image]

Save Response Cancel Edit

On the resulting page, type in your response to the specific issue and click “Save Response”.

CJIS Audit – Active Audits Tab – Compliance Report

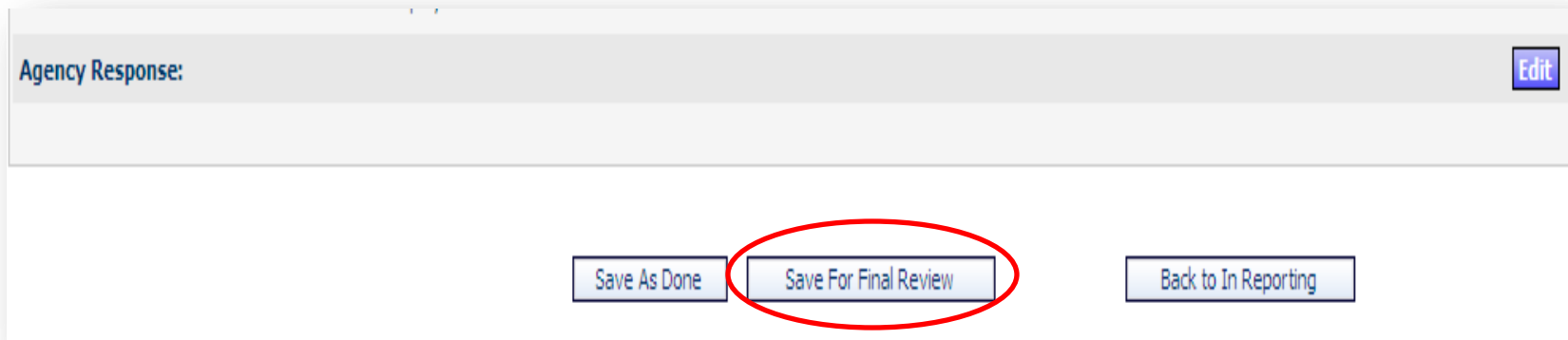
There are 3 options at the end of the Compliance Report:



The screenshot shows a web interface for a Compliance Report. At the top, there is a grey header bar with the text "Agency Response:" on the left and a blue "Edit" button on the right. Below this is a large white text area. At the bottom of the interface, there are three buttons: "Save As Done", "Save For Final Review", and "Back to In Reporting". The "Save As Done" button is circled in red.

Save As Done saves your Compliance Report response(s) but does not yet submit the results for final review.

CJIS Audit – Active Audits Tab – Compliance Report

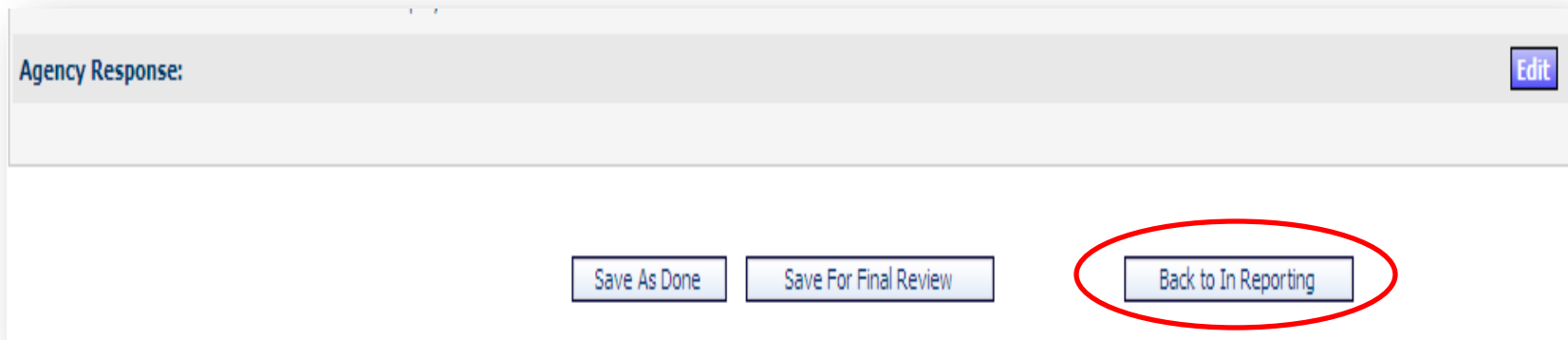


Agency Response: [Edit](#)

[Save As Done](#) [Save For Final Review](#) [Back to In Reporting](#)

Save for Final Review saves your Compliance Report response(s) and will submit the results for final review by an auditor.

CJIS Audit – Active Audits Tab – Compliance Report



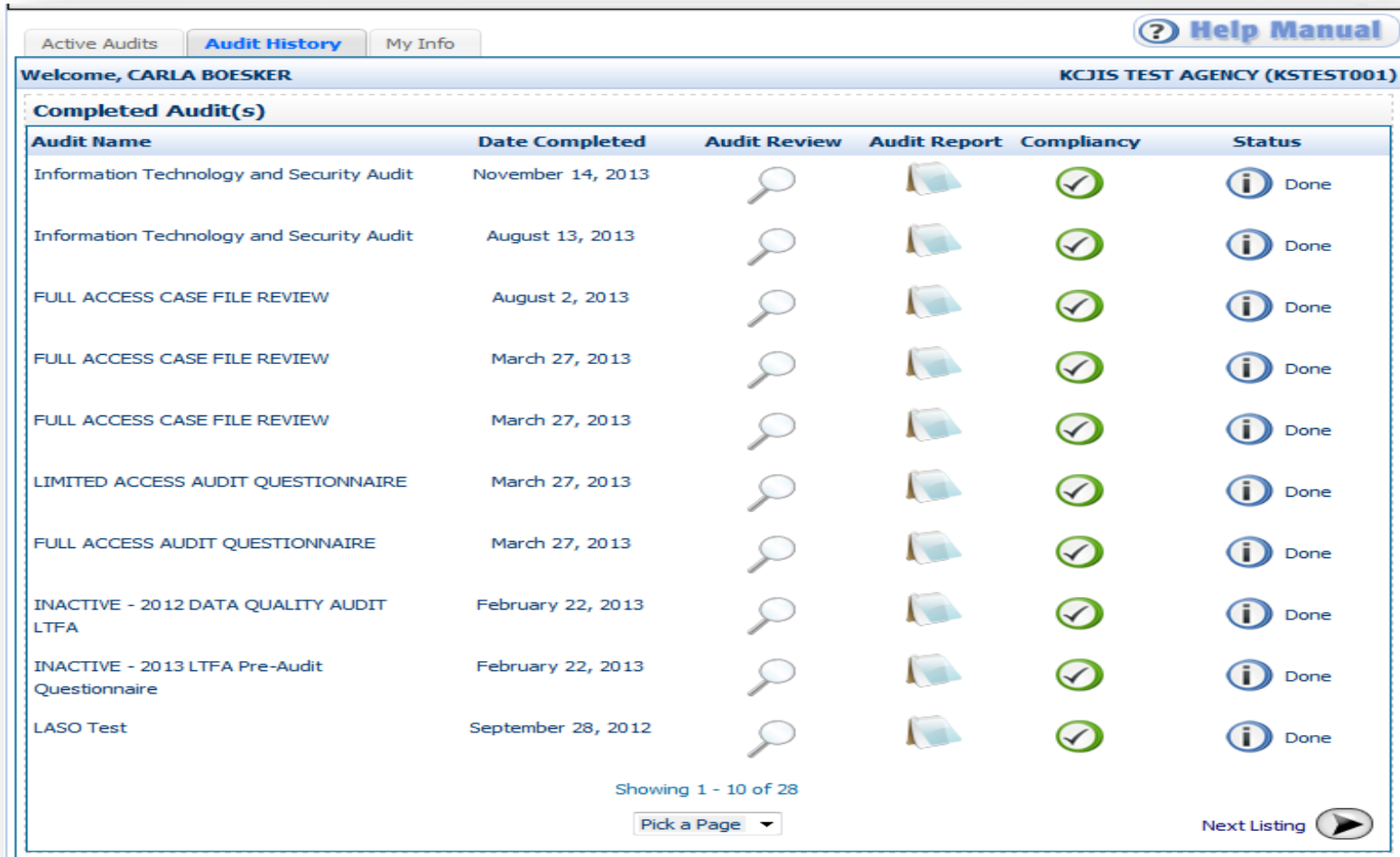
Agency Response: [Edit](#)









































[Save As Done](#) [Save For Final Review](#) [Back to In Reporting](#)

Back to In Reporting is reserved for the KHP CJIS Unit and is not to be utilized by the local agency TAC(s)/Administrator(s).


CJIS Audit – Audit History Tab


After final review and acceptance by the CJIS Unit auditor, the audit moves to the “Audit History” tab.



Audit Name	Date Completed	Audit Review	Audit Report	Compliance	Status
Information Technology and Security Audit	November 14, 2013				 Done
Information Technology and Security Audit	August 13, 2013				 Done
FULL ACCESS CASE FILE REVIEW	August 2, 2013				 Done
FULL ACCESS CASE FILE REVIEW	March 27, 2013				 Done
FULL ACCESS CASE FILE REVIEW	March 27, 2013				 Done
LIMITED ACCESS AUDIT QUESTIONNAIRE	March 27, 2013				 Done
FULL ACCESS AUDIT QUESTIONNAIRE	March 27, 2013				 Done
INACTIVE - 2012 DATA QUALITY AUDIT LTFA	February 22, 2013				 Done
INACTIVE - 2013 LTFA Pre-Audit Questionnaire	February 22, 2013				 Done
LASO Test	September 28, 2012				 Done

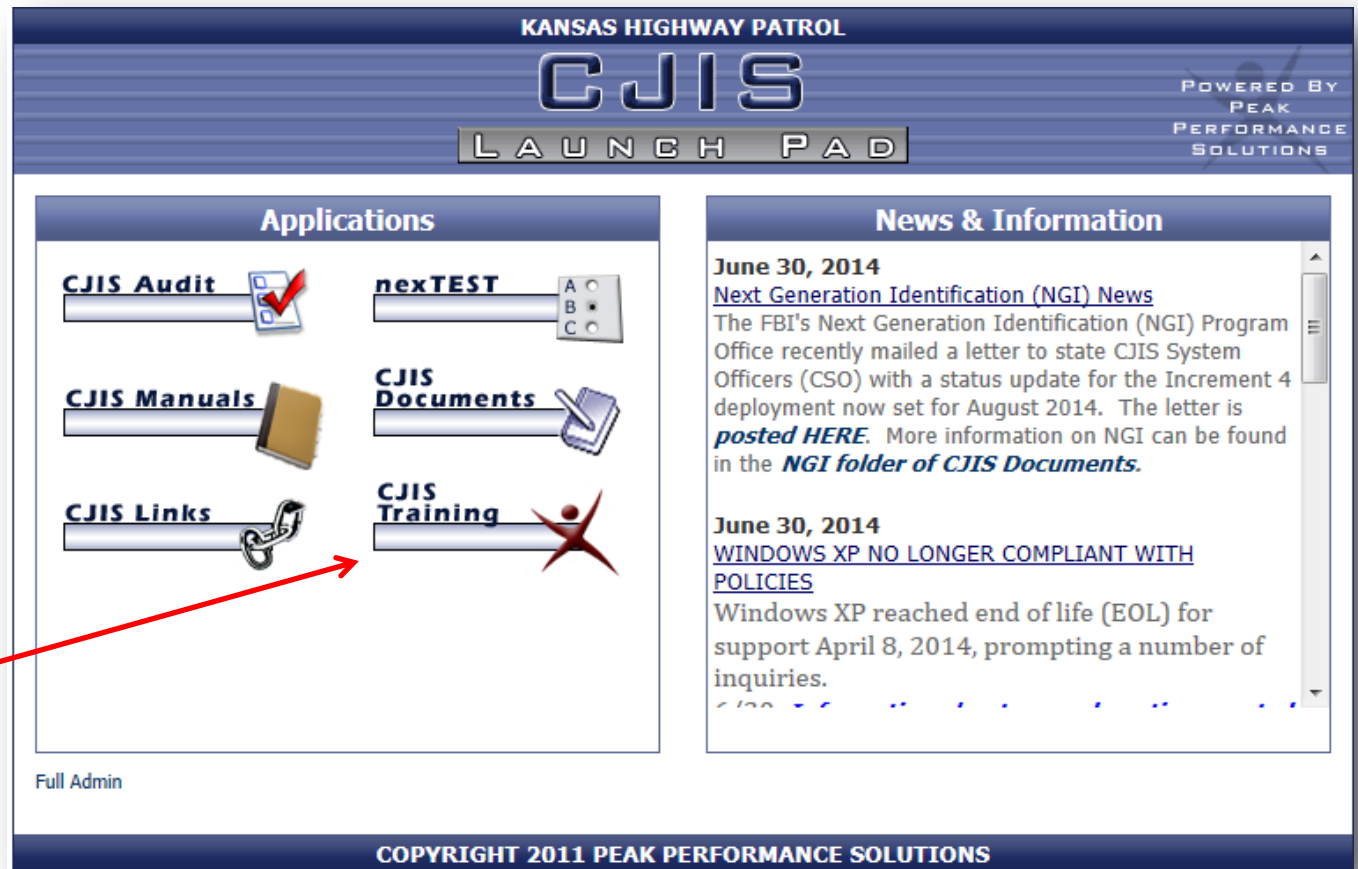
Showing 1 - 10 of 28

Pick a Page 

Next Listing 

If you need assistance contact your local trainer/auditor or if he/she is not available contact anyone in the CJIS unit.

For contact information click on "CJIS TRAINING". Then click on...



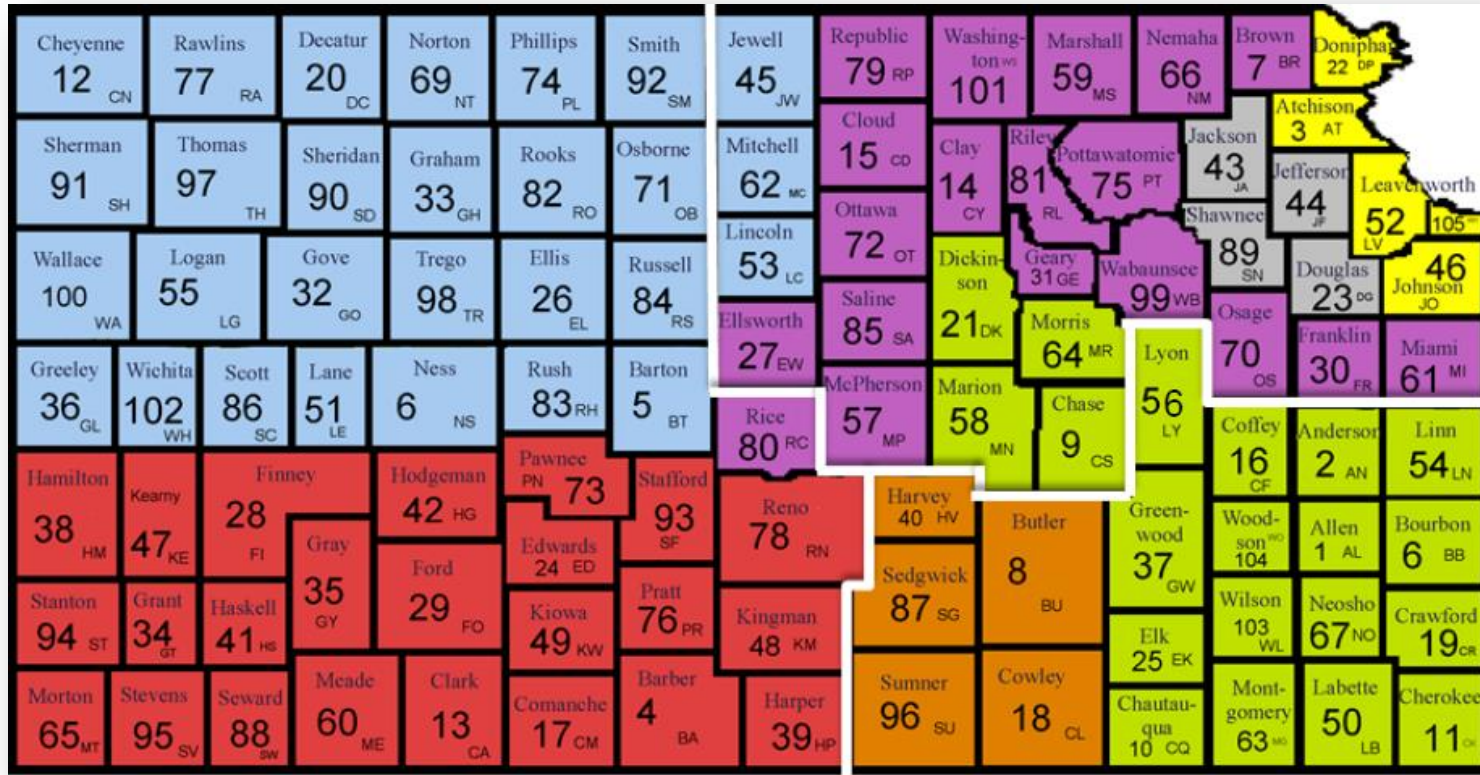
KCJIS TRAINER/AUDITOR MAP
with Contact Information

KHP CJIS Unit Data Quality Auditors/NCIC Trainers

Gary Stephen

Mandy Walker

Amy Johnson



Carla Boesker

Sandy Surber

Brenda Forrester

Kim Hill

On the map posted on the CJIS launch Pad, you may simply click on your county to access contact information for both the assigned Data Quality and the Technical Security auditors for your agency/area.

KANSAS HIGHWAY PATROL CJIS UNIT TRAINING AND AUDIT